



CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
TRAINING AND EXPERIENCE ASSESSMENT
ADOPTIONS SUPERVISOR I

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the ADOPTIONS SUPERVISOR I classification, with the California Department of Social Services (CDSS). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed on an eligible list for the classification listed above. The list will be used by CDSS to fill existing vacancies. A “Conditions of Employment” form is included in this examination which will allow you to select the location and time bases you are interested in working. It is required that you personally complete this examination accurately without assistance, and then sign the form.

Read the instructions below carefully before completing the assessment. Failure to do so may result in an inability to process your assessment and disqualification from this examination.

AFFIRMATION STATEMENT

I hereby certify and understand that the information provided on this Training and Experience Assessment Questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Name (Printed):

Address:

City/State/Zip Code:

Home/Work Phone Number:

Signature:

Date:

CONDITIONS OF EMPLOYMENT

If you are successful in this examination(s), your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

LOCATION(S) YOU ARE WILLING TO WORK

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL ONLY BE ELIGIBLE FOR EMPLOYMENT IN LOCATIONS THAT YOU MARK.

- ANYWHERE IN THE STATE – *If this box is marked, no further selection is necessary.*
- | | | |
|--|---|--|
| <input type="checkbox"/> ALAMEDA County | <input type="checkbox"/> BUTTE County | <input type="checkbox"/> FRESNO County |
| <input type="checkbox"/> HUMBOLDT County | <input type="checkbox"/> LOS ANGELES County | <input type="checkbox"/> SACRAMENTO County |
-

TYPE OF APPOINTMENT YOU WILL ACCEPT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

- | | |
|---|--|
| <input type="checkbox"/> (D) Permanent Full-Time | <input type="checkbox"/> (K) Limited-Term Full-Time |
| <input type="checkbox"/> (V) Permanent Part-Time | <input type="checkbox"/> (W) Limited-Term Part-Time |
| <input type="checkbox"/> (T) Permanent Intermittent | <input type="checkbox"/> (X) Limited-Term Intermittent |
-

MAILING INSTRUCTIONS

Mail your completed examination along with a completed State Application Form, STD. 678 to the address listed below. You can print the [State Application Form](#) from the California Department of Human Resources (CalHR) website at <https://jobs.ca.gov/>.

FILE BY MAIL

California Department of Social Services
Attention: Examination Unit
P.O. Box 944243, MS 8-15-58
Sacramento, CA 94244-2430

FILE IN PERSON

California Department of Social Services
Attention: Examination Unit
744 P Street, OB 8, 15th Floor
Sacramento, CA 95814
Monday-Friday, 8:00 AM-5:00 PM

CRIMINAL RECORD CLEARANCE INFORMATION

Some positions within various divisions of the California Department of Social Services are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

INSTRUCTIONS

This examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the 2 scales provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

SCALE #1 – KNOWLEDGE RELATED TO PERFORMING THIS ACTION:

Extensive Knowledge

I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations **and** I have instructed others on specific aspects of this knowledge.

Moderate Knowledge

I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

Basic Knowledge

I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.

Limited Knowledge

I have some knowledge of how to perform this task, but I may require additional instruction to apply my knowledge effectively.

No Knowledge

I have no knowledge of how to perform this task or what it may entail.

SCALE #2 – EXPERIENCE RELATED TO PERFORMING THIS ACTION:

Extensive Experience

I have more than 3 years of experience in regularly performing this action.

Moderate Experience

I have more than 2 years, but less than 3 years of experience in this action.

Basic Experience

I have more than 1 year, but less than 2 years of experience in this action.

Limited Experience

I have less than 1 year of experience in performing this action.

No Experience

I have never performed this action.

1. Direct staff to ensure the work is performed efficiently and is prioritized.

Knowledge related to performing this action

Experience related to performing this action

2. Supervise staff who perform routine child welfare/adoption investigations to assess the physical, social, emotional, psychological, and economic factors present in prospective adoptive families, and suitability of children for families.

Knowledge related to performing this action

Experience related to performing this action

3. Review full and factual reports (i.e., court, petitioner assessments, child narratives, etc.) prepared by staff recommending/approving for or against petitions for adoptions.

Knowledge related to performing this action

Experience related to performing this action

4. Review professional reports and assessments prepared by staff to the court recommending/approving the most appropriate permanent plan for the child.

Knowledge related to performing this action

Experience related to performing this action

5. Act as a liaison with county welfare departments, public and private social services, and adoption agencies to ensure collaborative and effective adoption services case management.

Knowledge related to performing this action

Experience related to performing this action

6. Act as a liaison with public and private attorneys and other representatives of the court system.

Knowledge related to performing this action

Experience related to performing this action

7. Direct staff who provide casework services for legal and birth parents considering placing their children for adoption, including accepting consents and relinquishments, and to facilitate a permanency plan of a child.

Knowledge related to performing this action

Experience related to performing this action

8. Direct the planning of general educational activities and provision of adoption resources to the community to educate on adoption services.

Knowledge related to performing this action

Experience related to performing this action

9. Participate in Resource Family matching events and activities to find homes for children in the child welfare system.

Knowledge related to performing this action

Experience related to performing this action

10. Supervise staff who conduct assessments of potential adoptive families for the readiness and stability of the adoptive placement.

Knowledge related to performing this action

Experience related to performing this action

11. Act as an Interstate Compact Placement of Children (ICPC) coordinator to facilitate the placement of children from state to state for the purposes of adoption services.

Knowledge related to performing this action

Experience related to performing this action

12. Provide direction and knowledge of the Adoption Assistance Program (AAP) including eligibility, appropriate level of care, etc.

Knowledge related to performing this action

Experience related to performing this action

13. Provide consultative services to other public and private social service agencies regarding child welfare and adoption policies and procedures for information sharing purposes.

Knowledge related to performing this action

Experience related to performing this action

14. Interpret child welfare and adoption codes/regulations to promote the safety and permanency of children.

Knowledge related to performing this action

Experience related to performing this action

15. Supervise staff who conduct family evaluations for the Resource Family Approval Program (RFA) to assist counties in completing the RFA process to provide information and recommendation as to the appropriateness of a family as a resource placement.

Knowledge related to performing this action

Experience related to performing this action

16. Utilize the Child Welfare Services/Case Management System (CWS/CMS) for tracking case assignment, ensure caseload management, etc.

Knowledge related to performing this action

Experience related to performing this action

17. Evaluate staff to ensure performance objectives/standards are met by monitoring and evaluating work assignments and activities.

Knowledge related to performing this action

Experience related to performing this action

18. Participate in the Progressive Disciplinary process to identify and correct employee substandard performance.

Knowledge related to performing this action

Experience related to performing this action

19. Oversee the training and development of staff by assessing training needs and coordinating training.

Knowledge related to performing this action

Experience related to performing this action

20. Participate in the hiring process by conducting interviews, evaluating, and recommending candidates for appointments.

Knowledge related to performing this action

Experience related to performing this action

KNOWLEDGE, SKILL, OR ABILITY (KSA) ASSESSMENT

Rate your knowledge, skill, or ability performing specific job-related actions, using the rating scale below.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for the scale provided. Responses may not be changed or added once submitted to the Department of Social Services Examination Unit. Missing responses will result in a lower score.

In responding to each statement, you may refer to your formal education, formal training courses, and/or work experience whether paid or not paid.

SCALE - KNOWLEDGE, SKILL, OR ABILITY RELATED TO THIS STATEMENT

Extensive Knowledge, Skill, or Ability

I have applied this KSA in an actual setting while performing a job and have used it to instruct others on the specific task.

Moderate Knowledge, Skill, or Ability

I have applied this KSA in an actual setting while performing a job.

Limited Knowledge, Skill, or Ability

I have education or training relevant to this KSA, but have not applied it to an actual job.

No Knowledge, Skill, or Ability

I have no experience, education, or training relevant to this KSA

1. Principles, practices, and techniques used in the administration of child welfare programs.

Knowledge, Skill, or Ability related to performing this action

2. Child welfare casework objectives.

Knowledge, Skill, or Ability related to performing this action

3. Socioeconomic factors.

Knowledge, Skill, or Ability related to performing this action

4. Casework techniques in working with children with adverse childhood experiences.

Knowledge, Skill, or Ability related to performing this action

5. Personnel and supervisory practices and training methods.

Knowledge, Skill, or Ability related to performing this action

6. Reach practical and logical conclusions to provide comprehensive assessments and make thorough recommendations.

Knowledge, Skill, or Ability related to performing this action

7. Secure accurate social data, record such data systematically, and communicate effectively.

Knowledge, Skill, or Ability related to performing this action

8. Analyze situations accurately and take effective action.

Knowledge, Skill, or Ability related to performing this action

9. Provide guidance and direction to staff.

Knowledge, Skill, or Ability related to performing this action

10. Effectively promote equal opportunity in employment to maintain a work environment that is free of discrimination and harassment.

Knowledge, Skill, or Ability related to performing this action

11. Principles of techniques of social work to achieve permanency.

Knowledge, Skill, or Ability related to performing this action

12. Effectively and efficiently provide casework services to a diverse population of children to each child's unique challenges.

Knowledge, Skill, or Ability related to performing this action

13. Develop and maintain effective interpersonal relationships while working with county welfare departments, other public and private social services and adoption agencies, public and private attorneys, judges, and other representatives of the court system.

Knowledge, Skill, or Ability related to performing this action

14. Encourage and assist in the maximum professional growth of staff.

Knowledge, Skill, or Ability related to performing this action

**THIS CONCLUDES THE ASSESSMENT FOR THE
ADOPTIONS SUPERVISOR I
EXAMINATION**

Please refer to Page 2 for filing/mailling instructions.