

DEPARTMENT OF DEVELOPMENTAL SERVICES (DDS)



**COMMUNITY PROGRAM SPECIALIST III**

SUPPLEMENTAL APPLICATION

The COMMUNITY PROGRAM SPECIALIST III (CPS III) examination is being administered as a Departmental OPEN, Continuous file examination for the Department of Developmental Services. This is a Training and Experience (T&E) examination and consist solely of a Supplemental Application and accounts for 100% of the examination. Applicants successful in the examination will be placed on an eligible list, which will be used to fill vacancies at DDS, headquarters and Developmental Centers.

The examination is designed to elicit a range of specific information regarding each candidate's knowledge, skills and abilities to successfully perform the duties of the CPS II classification. The score a candidate receives is based upon an evaluation of the responses provided in the Supplemental Application. The examination utilizes a predetermined rating criteria and an established rating scale.

Applicants **MUST** read and follow the directions on the following pages and complete and submit the required documents for acceptance into the examination. The information you provide on the Supplemental Application may be used for any portion of the selection and/or recruitment process.

**HOW TO APPLY?**

**Complete and submit** the following documents listed below to be admitted into the exam:

1. Supplemental Application - located on the following pages
2. Standard State Application (STD. 678)
3. Unofficial college transcripts or degree when using education to meet the minimum qualifications for this examination (If applicable)

**Submit to:**

Department of Developmental Services  
1215 O Street, MS 10-40  
Sacramento, CA 95814  
Attention: Bryce Miller

**Contact Information:** After reading the entire Examination Bulletin and Supplemental Application, if you have questions contact Bryce Miller at [Bryce.Miller@dds.ca.gov](mailto:Bryce.Miller@dds.ca.gov)

## **COMMUNITY PROGRAM SPECIALIST III**

### **SUPPLEMENTAL APPLICATION INSTRUCTIONS**

Please read the instructions prior to proceeding to the “**Supplemental Application**” examination. This Supplemental Application consists of three “SCALES”. Utilizing the THREE SCALES (A-C) below, you will rate each job-related task statement as it applies to you. You will assign one rating from each of the three scales for every task statement.

The three scales include; two Rating Scales (Scale A & B) and one Reference Code (Scale C). If any of the scales are left blank your supplemental application will not be accepted and you will be disqualified from the exam.

#### **SCALE A - LEVEL of Experience/Training/Education)**

Instructions: In Scale A – (Rating 1-5), assign one rating for the LEVEL of Experience (Training and/or Education) you have performing a specific job-related task. You may also refer to formal education, training and/or on the job experience (paid and/or volunteer).

##### **Scale A: (Ratings 1-5)**

- 1 = NO work experience, training and formal education
- 2 = Have acquired training and/or formal education ONLY
- 3 = Have work experience and/or on the job training ONLY
- 4 = Have work experience, training and/or formal education
- 5 = Have work experience in a supervisory capacity and training and/or formal education

#### **SCALE B – LENGTH of Time**

Instructions: In Scale B – (Rating 1-5), assign one rating for the Length of time you have performed and/or received training in a specific job-related task on the following pages.

##### **Scale B: (Ratings 1-5)**

- 1 = NO work experience, training and formal education
- 2 = Less than 1 year work experience, training and/or formal education
- 3 = 1 to 3 years work experience, training and/or formal education
- 4 = 3 to 5 years work experience, training and/or formal education
- 5 = More than 5 years work experience, training and/or formal education

# COMMUNITY PROGRAM SPECIALIST III

## SUPPLEMENTAL APPLICATION

### **SCALE C – Reference Code (A-E)**

Instructions: In Scale C (reference code A-E), List reference verification information of persons that can verify your experience, training and/or education. A reference (code A-E) can include previous/current Employers, Trainers and/or Teachers/Instructors. DO NOT list personal references (friends or family members).

#### **Code A**

Name of Reference: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employment Title: \_\_\_\_\_

#### **Code B**

Name of Reference: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employment Title: \_\_\_\_\_

#### **Code C**

Name of Reference: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employment Title: \_\_\_\_\_

#### **Code D**

Name of Reference: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employment Title: \_\_\_\_\_

#### **Code E**

Name of Reference: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employment Title: \_\_\_\_\_

## COMMUNITY PROGRAM SPECIALIST III

### SUPPLEMENTAL APPLICATION

<b>SCALES</b>	<b>SCALE A</b> 1. <b>NO</b> work experience, training and formal education 2. Have acquired training and/or formal experience, education <b>ONLY</b> 3. Have work experience and/or on the training job training <b>ONLY</b> 4. Have work experience, training and experience, formal education 5. Have work experience in a training supervisory capacity and training  <b>SCALE B</b> 1. <b>NO</b> work experience, training and formal education 2. Less than <b>1yr.</b> of work training and/or formal education 3. <b>1-3 yrs.</b> of work experience, and/or formal education 4. <b>3 to 5 yrs.</b> of work training and/or formal education 5. <b>5+ yrs.</b> of work experience, and/or formal education and/or formal education  <b>SCALE C</b> Assign reference code (A-E)	<b>SCALE A - Rating</b>	<b>SCALE B - Rating</b>	<b>SCALE C - Code A-E</b>
	<b>TASK STATEMENTS</b>			
1.	Experience, training and/or education documenting staff performance using performance evaluations and/or probationary reports to ensure staff performance is recorded accurately.			
2.	Experience, training and/or education training and/or mentoring staff on programmatic policies and procedures to ensure job related tasks are performed properly, efficiently, and effectively.			
3.	Experience, training and/or education with the progressive disciplinary process, in conjunction with Human Resources and senior management, to ensure state processes are followed and appropriate documentation is maintained.			
4.	Experience, training and/or employees to communicate performance. education information Conducting meetings that is necessary for with job			
5.	Experience, training and/or education facilitating conflict resolution between staff members to achieve a professional, productive working environment.			
6.	Experience, training and/or education prioritizing tasks to ensure a smooth work flow and that timelines are met (i.e., regulatory, legislation, control correspondence, written and data reports).			
7.	Experience, training and/or education clarifying laws, regulations, and policies pertaining to services for individuals with developmental disabilities to various stakeholders (e.g., consumers, parents, state agencies, regional centers, community service providers) to ensure information is relayed accurately.			
8.	Experience, training and/or education performing tasks independently and as part of a team to ensure work is performed accurately and differences are resolved for the benefit of the unit/section.			
9.	Experience, training and/or education developing policies and procedures for resolving internal workflow and administrative issues and to ensure issues are resolved in an efficient and timely manner.			

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	<b>TASK STATEMENTS</b>			
<b>10.</b>	Experience, training and/or education collaborating with various stakeholders (e.g., consumers, parents, state agencies, regional centers, community service providers) regarding public inquiries and/or complaints about services and supports to relay information and/or resolve issues.			
<b>11.</b>	Experience, training and/or education reviewing and analyzing data and information from a variety of sources (e.g., files, correspondence, computer databases) to ensure information related to programs and services is accurate and in accordance with statutes, regulations and contracts with recommendations, if necessary.			
<b>12.</b>	Experience, training and/or education analyzing data from various sources (e.g., employment, education, fiscal, clinical, data and program) to ensure services and supports delivered are in compliance with statute, regulation and/or policy.			
<b>13.</b>	Experience, training and/or education monitoring contracts to ensure compliance with statute, regulation and/or policy.			
<b>14.</b>	Experience, training and/or education providing technical assistance regarding analysis of written materials and/or surveys on specific program contract development to ensure compliance with statute, regulation and/or policy.			

# COMMUNITY PROGRAM SPECIALIST III

## SUPPLEMENTAL APPLICATION

This is the end of the Supplemental Application and concludes the examination. Complete the following personal information and select the location(s) that you are willing to accept employment.

Select county locations you are willing to accept employment:

- (3400) Sacramento County
- (3308) Riverside County
- (3004) Orange County
- (5403) Tulare County
- (4907) Solano County
- (0000) All locations within California

Candidate Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_(Home) \_\_\_\_\_(Work)

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I certify and understand that my original signature certifies that all statements made in this Supplemental Application is true to the best of my knowledge.*