



DDS
"Building Partnerships,
Supporting Choices"

Individual Program Coordinator (Safety)

Exam Code: 0PVAF

Department(s): Developmental Services

Opening Date: 08/24/2020

Final Filing Date: Continuous

Type of Examination: Open

CLASSIFICATION DETAILS

Individual Program Coordinator (Safety) - \$4,148.00 - \$5,446.00 per Month

Applications are accepted on a continuous basis with cutoff's every month or may be processed on a flow basis as conditions warrant and to meet hiring needs. All completed applications and examinations submitted by each cutoff date will be processed for that administration.

Who Should Apply:

The information below will help you determine if this classification is appropriate for you. Applicants must meet the education and/or experience requirements listed below under "Minimum Qualifications" for the classification by the cutoff date. It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application and examination document.

Once you have taken this examination, you may not take it again **for twelve (12) months**.

How to Apply:

Applicants are required to submit an Examination/Employment Application (STD 678) found at <https://jobs.ca.gov/pdf/STD678.pdf> and the completed supplemental application (**included below**) either by mail or in person to the address listed below.

You may apply **by mail** to:
Porterville Developmental Center
HR/Recruitment and Examinations
P.O. Box 2000
Porterville, CA. 93257

Indicate the Examination Code and Classification on your Examination/Employment Application (STD 678).

You may apply **in person** at:
Porterville Developmental Center
HR/Recruitment and Examinations
26501 Ave 140
Porterville, CA. 93257
Monday through Friday. 8:00 am to 4:30 pm (excluding State holidays)

Indicate the Examination Code and Classification on your Examination/Employment Application (STD 678).

Faxed or emailed applications will not be accepted. Do not submit applications to the California Department of Human Resources or the State Personnel Board.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements listed below under "MINIMUM QUALIFICATIONS" for the classification by the final file date of the examination. It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. All application must include: "to" and "from" dates (month/day/year); time base, and civil service class titles (not working titles).

One year of professional or technical experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties, and

Either I

Possession of a bachelor's degree in a human services field including, but not limited to, sociology, special education, rehabilitation counseling, social work, or psychology.

Or II

Possession of the legal requirements as a professional registered nurse in California as determined by the California Board of Registered Nursing. (Applicants who are in the process of securing approval of their qualifications by the California Board of Registered Nursing will be admitted to the examination, but they must possess all legal requirements as determined by the Board before they will be eligible for appointment.)

POSITION DESCRIPTION

Under general supervision at a State-operated developmental center, coordinates and monitors the implementation of individual habilitative plans as developed by interdisciplinary teams for developmentally disordered offenders; and performs other related work. For more descriptive job tasks please see the job specifications on the CalHR website at <https://www.calhr.ca.gov>.

EXAMINATION SCOPE

The examination is a **Training and Experience weighted - 100%**

The examination will consist solely of a **SUPPLEMENTAL APPLICATION**. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

In addition to evaluating the applicant's relative knowledge, skill, and ability as demonstrated by quality and breadth of education/experience, emphasis in each test component will be on measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. The principles of active treatment for persons with developmental disabilities.
2. The fundamentals of general behavioral and psychological procedures, forensic client, patient, or inmate behavior.
3. Mental health principles and techniques in the health care and habilitation of developmentally disordered offenders.
4. The rights of forensic clients, patients or inmates with developmental disabilities.
5. Medical Terminology

Ability to:

1. Develop and maintain cooperative working relationships with health care professionals and forensic clients, patients or inmates with developmental disabilities and their families.
2. Advocate on behalf of the forensic client, patient, or inmate.
3. Maintain accurate and appropriate records.
4. Follow directions.
5. Analyze situations accurately and take effective action.
6. Communicate clearly and concisely.

Special Personal Characteristics: Willingness to work at developmental centers; sympathetic and objective understanding of the problems of developmentally or mentally disordered offenders; willingness to work as a team member in conjunction with other professional staff to provide patient or inmate oriented services in a developmental center; tact; patience; and emotional stability.

Special Physical Characteristics: Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates, or the public.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established and used to fill vacancies at PDC. Candidates may apply for the exam once within a 12-month period. Names of successful competitors are merged onto the eligible list(s) in order of final scores, regardless of test date. Eligibility expires 24 months after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application Form (Std. 1093) is available [online](#). [Additional information on Veteran benefits is available at the Department of Veterans Affairs.](#)

Career Credits are not granted for examination(s) administered on an Open basis or Promotional basis

TAKING THE EXAM

You are required to submit your standard state application (STD 678) and the supplemental application (included below) by following the instructions above under "How to Apply". Once it has been determined that you meet the minimum qualifications your supplemental application will be scored.

TESTING DEPARTMENT

Department of Developmental Services-Porterville Developmental Center

CONTACT INFORMATION

If you have any technical or administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Porterville Developmental Center
HR/Recruitment and Examinations
Monday through Friday, 8:00 am to 4:30 pm (excluding State holidays)
Phone: 559-782-2087

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)
TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, Porterville Developmental Center and through your CalCareer Account (www.CalCareers.ca.gov).

If you meet the requirements stated on this examination bulletin, you may take this competitive examination. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their scores.

California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**INDIVIDUAL PROGRAM COORDINATOR (SAFETY)
EXAMINATION**

DEPARTMENT OF DEVELOPMENTAL SERVICES (DDS)



DEPARTMENTAL OPEN EXAMINATION

INDIVIDUAL PROGRAM COORDINATOR (SAFETY)

The Individual Program Coordinator (Safety) examination is being administered as a Departmental OPEN. 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 Porterville Developmental Center.

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 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.

Filing Instructions

Complete and mail both the State Application (Std. 678) AND Supplemental Application to the following mailing address:

Department of Developmental Services
Porterville Developmental Center
P.O. BOX 2000
Porterville, CA. 93257
Attention: HR/Recruitment and Examinations

Department Contact Information

After reading the entire *Examination Bulletin* and *Supplemental Application*, if you have questions contact Amanda Avila at (559) 782-2087 or amanda.avila@pdc.dds.ca.gov.

Applicant Information

First and Last Name (Printed): _____

Contact 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.

**INDIVIDUAL PROGRAM COORDINATOR (SAFETY)
EXAMINATION**

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 0-2), 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 0-2)

0 = NO work experience, Bachelor’s Degree or RN License

1 = Have acquired either a Bachelor’s degree or RN License

2 = Have acquired a bachelor’s degree or RN License and have work experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties

SCALE B – LENGTH of Time

Instructions: In Scale B – (Rating 0-3), 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 0-3)

0 = NO professional or technical work experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties

1 = 1 to 2 years professional or technical work experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties

2 = 2 to 3 years professional or technical work experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties

3 = 3 to 4 years professional or technical work experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties

**INDIVIDUAL PROGRAM COORDINATOR (SAFETY)
EXAMINATION
INSTRUCTIONS (cont.)**

SCALE C – Reference Code (A-D)

Instructions: In Scale C (reference code A-D), List reference verification information of persons that can verify your experience, training and/or education. A reference (code A-D) 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: _____

**INDIVIDUAL PROGRAM COORDINATOR (SAFETY)
EXAMINATION
SUPPLEMENTAL APPLICATION**

SCALES	<u>SCALE A</u>	<u>SCALE B</u>	SCALE A - Rating	SCALE B- Rating	SCALE C - Code A-D
	0. NO work experience, Bachelor's Degree or RN License 1. Have acquired either a Bachelor's degree or RN License 2. Have acquired a bachelor's degree or RN License and have work experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties.	0 = NO professional or technical work experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties. 1 = 1 to 2 years professional or technical work experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties. 2 = 2 to 3 years professional or technical work experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties. 3 = 3 to 4 years professional or technical work experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties.			
<u>SCALE C</u> Assign one code (A-D)					
TASK STATEMENTS					
1.	Coordinate assessment information prior to planning conference in consultation with the forensic client and/or their representative, and the interdisciplinary team.				
2.	Review assessment information prior to planning conference in consultation with the forensic client and/or their representative, and the interdisciplinary team to ensure accuracy of information.				
3.	Monitor the forensic client's activities to ensure that the plan is being implemented as developed by the interdisciplinary team in all environments.				
4.	Participate in planning conferences as required by the facility, state or federal guidelines.				
5.	Assist program and support services managers in the attainment of needed equipment and/or services.				
6.	Assist the forensic client in achieving maximum potential toward self-advocacy.				
7.	Advocate on behalf of the forensic client as needed.				
8.	Offer leadership in the identification of strengths, interests, and needs of a forensic client to ensure maximum participation during planning conferences.				
9.	Monitor progress of the entire plan and document findings and any action taken.				
10.	Conduct on- site visits to verify program plan is being followed and clients needs are being met.				

**INDIVIDUAL PROGRAM COORDINATOR (SAFETY)
EXAMINATION**

SCALES	SCALE A	SCALE B	SCALE A - Rating	SCALE B- Rating	SCALE C - Code A-D
	0 NO work experience, Bachelor's Degree or RN License 1. Have acquired either a Bachelor's degree or RN License 2 Have acquired a bachelor's degree or RN License and have work experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties.	0 = NO professional or technical work experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties. 1 = 1 to 2 years professional or technical work experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties. 2 = 2 to 3 years professional or technical work experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties. 3 = 3 to 4 years professional or technical work experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties.			
SCALE C Assign one code (A-D)					
TASK STATEMENTS					
11.	Perform critical interventions (behavioral, medical and/or mental).				
12.	Review all admission information to identify potential needs to prepare for client arrival in the facility.				
13.	Develop approaches for clients newly admitted to the facility to ensure needs of the client are being met.				
14.	Develop strategies for clients newly admitted to the facility to ensure needs of the client are being met.				
15.	Observe instances of disruptive or assaultive behavior on an as need basis.				
16.	Intervenes in instances of disruptive or assaultive behavior on a as need basis.				
17.	Identify security breaches that could lead to forensic client escape attempt and report to appropriate authority.				
18.	Observe forensic client for behaviors that may signal an impending escape attempt.				
19.	Intervene in forensic client behaviors that may signal an impending escape attempt.				
20.	Be available to all clients in his/her caseload on a regular basis for discussion regarding current Individual Program Plan, or any wants, needs or concerns client may have.				
21.	Be available to speak client representatives, (i.e. family member, guardian/conservators, advocates, legal representatives, etc.) regarding any concerns they may have or discussions they may request regarding their relative or client.				

**INDIVIDUAL PROGRAM COORDINATOR (SAFETY)
EXAMINATION**

SCALES	<u>SCALE A</u>	<u>SCALE B</u>	SCALE A - Rating	SCALE B- Rating	SCALE C - Code A-D
	0 NO work experience, Bachelor's Degree or RN License 1. Have acquired either a Bachelor's degree or RN License 2 Have acquired a bachelor's degree or RN License and have work experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties.	0 = NO professional or technical work experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties. 1 = 1 to 2 years professional or technical work experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties. 2 = 2 to 3 years professional or technical work experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties. 3 = 3 to 4 years professional or technical work experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties.			
<u>SCALE C</u> Assign one code (A-D)					
TASK STATEMENTS					
22.	Discusses aspects of Program Plan with client frequently to assure Interdisciplinary Team decisions remain accurate for his/her needs.				
23.	Prepares the Individual Program Plan (IPP) agenda prior to the Interdisciplinary Team (IDT) Meeting to ensure meeting stays on topic and the needs of the client are met and changes are made to meet client needs.				
24.	Meet with receiving or sending IPC prior to transfer of any client to review and /or establish any plans to accommodate client needs, current and proposed services, and any unresolved follow up issues to ensure continuity of care for client upon discharge from the facility.				

**This is the end of the Supplemental Application and concludes the examination,
please refer to page 1 for mailing instructions**