



ADOPTIONS SPECIALIST

Exam Code: 2BPAB

Department: Department of Social Services

Exam Type: Departmental Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Monthly Salary Ranges:

Range A: \$5,573.00 - \$7,297.00

Range B: \$6,108.00 - \$8,012.00

View the [Adoptions Specialist](#) Classification Specification

POSITION DESCRIPTION

The Adoptions Specialist is the entry, training, and full journey level in the series. At the entry and training level, under close supervision and review, incumbents will perform the more routine adoption investigations and studies and make decisions on recommendations to the courts in compliance with Federal and State laws, regulations, and policies. Under general supervision, incumbents at the full journey level will perform independently all aspects of adoptions investigations, studies, and evaluations and make decisions on recommendations to the courts in compliance with Federal and State laws, regulations, and policies. Incumbents will perform the more difficult adoptions casework tasks, such as set-aside investigations and reclaim cases; work independently with county welfare departments, public and private social services and adoption agencies, public and private attorneys, judges, and other representatives of the court system; serve as lead over a small group of Adoptions Specialists; or serve as a project team leader.

Positions are located statewide within the California Department of Social Services.

FILING INSTRUCTIONS

Examination Cut-off Dates: The last day of each month.

Testing is considered continuous as State Examination Applications (STD 678) and Training & Experience Assessments will be accepted on a continuous basis. State Examination Application packets will be processed monthly. State Examination Application packets must be received in this office prior to the cut-off date (last day of each month). State Examination Application packets received after the cut-off date will be placed in the next examination administration. Results will be mailed 4 – 5 weeks following each cut-off date.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

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

HOW TO APPLY

Step 1. Applicants must submit a [State Examination Application \(Std. 678\)](#), and copies of unofficial transcripts, if applicable in meeting the minimum qualifications. DO NOT submit your State Examination Application to CalHR or through your CalCareers account.

Incomplete State Examination Applications will not be accepted. Applications must include: “to” and “from” dates (month/day/year), hours worked, civil service class title(s), for all work experience. Resumes will not be accepted in lieu of a State Examination Application (Std. 678).

Step 2. Complete the Adoptions Specialist examination which is available online at the following link: [Adoptions Specialist Training and Experience Assessment](#).

Step 3. Submit completed State Examination Application (Std. 678), Transcripts if necessary, and the Training and Experience Assessment by one of the following methods listed below.

FILE BY EMAIL:

Submit your completed Examination Packet via email to examinations@dss.ca.gov. Please include the Examination Code and the Title of the Examination in the subject line of your email. For e-mail submission, documents must be attached as a PDF file to your email, no other format will be accepted.

The State Examination Application (STD. 678) is available through your CalCareers Account or the internet at [State Examination Application \(Std. 678\)](#). Please be sure to include your current email address on your State Examination Application.

EMAILED APPLICATION PACKETS ARE PREFERRED

FILE BY MAIL:

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

FILE IN PERSON:

Department of Social Services
Examination Unit
744 P Street
(See Security Desk)
Sacramento, CA 95814
Monday-Friday
8:00 AM – 5:00 PM

It is the applicant's responsibility to submit their State Examination Application and Training and Experience Assessment packets on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an examination application.

Application packets may be personally delivered between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (except State holidays), to the Department of Social Services, HRSB - Examination Unit, Mail Station 8-15-58.

SPECIAL TESTING ARRANGEMENTS

If you require assistance or alternative testing arrangements due to a disability, please mark question #10 on the State Examination Application (STD 678).

You will be contacted to make specific arrangements.

MINIMUM QUALIFICATIONS

Education: Completion of an approved two-year graduate curriculum in social work (Master's Degree in Social Work). Candidates enrolled in the final semester or quarter of graduate work will be admitted to the examination but will not be appointed until the degree has been conferred.

Note: Applicants must submit a copy of their unofficial college transcripts along with the application package when using education to meet the entrance requirements for this examination.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated capacity for assuming progressively greater responsibility as evidenced by recent employment history and interest in self-development; willingness to travel and to work irregular hours; neat personal appearance; adaptability; tact; good judgment and emotional stability.

EXAMINATION SCOPE

This examination consists of a Training and Experience Assessment.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of training and/or experience, emphasis in each examination component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Provisions of State and Federal rules, regulations, and laws relating to adoptions in California.
2. Principles, practices, and techniques used in the administration of adoptions programs, casework theory and practice, child psychology and principles of individual and group behavior, family relationships, and the effect of separation on children and parents.
3. Child welfare casework objectives.
4. Socioeconomic factors which promote stable family security.
5. Casework techniques in working with special needs children who experience adverse parental background, including a history of incest and other sexual abuse, a history of mental or physical illness within the family, or severe neglect or mental or physical abuse by the birth parent(s).
6. Developmental effects upon children exposed to nontraditional lifestyles.
7. Reclaim procedures.
8. Set-aside petition investigations and reports.
9. The group home study process.
10. Crisis intervention techniques in the provision of post adoption services and cases in which a potential disruption requires immediate attention.
11. State and Federal rules, regulations, and laws as they apply to contested termination of parental rights.

Skill in:

1. Applying the principles and techniques of social casework.
2. Effectively and efficiently providing casework services to children with special needs.
3. Working independently with local county welfare departments in assessing the adoption potential of children within the child welfare system.
4. Developing and maintaining 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.
5. Conducting orientation meetings with the public.

Ability to:

1. Interpret provisions of the State and Federal rules, regulations, and laws pertaining to adoption programs.
2. Utilize community resources effectively.
3. Analyze problems arising out of the operation of adoptions programs.
4. Reach practical and logical conclusions.
5. Secure accurate social data and record such data systematically, communicate effectively.
6. Analyze situations accurately and take effective action.
7. Utilize and apply effectively the required technical knowledge.
8. Act independently.
9. Monitor, review, and manage cases of increasing difficulty and protracted legal involvement.
10. Act in a professional manner and represent the California Department of Social Services in meetings with other adoptions and child welfare professionals.
11. Articulate casework practice and policy during conferences and legal hearings.

ELIGIBLE LIST INFORMATION

A departmental open merged eligible list for the Adoptions Specialist will be established for the Department of Social Services.

The names of successful competitors will be merged onto the eligible list in order of final score regardless of examination date. Eligibility expires twelve (12) months after competitors were merged onto the eligibility list. Applicants must then retake the examination to reestablish eligibility.

EXAMINATION INFORMATION**Training and Experience Assessment – Weighted 100%**

The examination will consist of a Training and Experience Assessment weighted 100%. Candidates must attain an overall minimum score of 70% to be placed on the eligible list. The examination is designed to elicit specific information regarding each candidate's training and experience relative to the classification. Responses to the examination will be assessed based on pre-determined rating criteria.

Applications will be reviewed by the Examination Unit to determine if the applicant meets the minimum qualifications. All applicants who meet the minimum qualifications will have their completed Training and Experience Assessment rated.

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact the Examination Unit at the email address or phone number below.

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

Email: examinations@dss.ca.gov

Phone: (916) 657-1762

California Relay Service for the Deaf or Hearing Impaired from TDD phones call 1-800-735-2929 or from voice phones call 1-800-745-2922. 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 to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

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

State Examination Application (Std. 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. 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 score.

The Department of Social Services 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 competitors will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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. Servicewide 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.

Criminal Record Clearance Information: Some positions within various divisions of the 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.

Veterans' Preference will be granted for this examination. In accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
2. Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at CalHR's website by clicking on the following link: [CalCareer Veterans](#). Additional information can also be found at the California Department of Veterans Affairs at [CalVet Veterans](#).

Career Credits will not be granted for this examination.

Revised: February 16, 2024