



DISABILITY EVALUATION SERVICES ADMINISTRATOR I

Exam Code: 2BPAG

Department: Department of Social Services

Exam Type: Departmental Promotional

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Monthly Salary Range: \$6,760.00 - \$8,398.00

View the [Disability Evaluation Services Administrator I](#) Classification Specification

POSITION DESCRIPTION

A Disability Evaluation Services Administrator I functions as a working supervisor of 3 to 15 professional and support staff, including a minimum of three professional staff in a regional or field office setting. The Disability Evaluation Services Administrator I may function as the supervisor of a line team, engaged in the development and adjudication of disability claims. As the supervisor of a field branch's operations component, involved in the analysis and implementation of policy/procedure, resolution of medical services issues, and the case intake process; or as the supervisor of a field branch's program support component, engaged in quality assurance activities and face-to-face evidentiary hearings. A Disability Evaluation Services Administrator I may also function as a field branch training coordinator, responsible for training and supervising newly hired analysts during their initial training period of approximately six months and coordinating/developing resources for identified training needs in a field branch. A Disability Evaluation Services Administrator I may function as the supervisor in several support services for the Division.

These areas include planning and support, training and quality, program services, and technical services support engaged in the planning and support of systems and administrative services for the Division.

Positions exist statewide within the 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

This is a Departmental Promotional examination for the Department of Social Services.

1. Applicants must have a permanent civil service appointment with the California Department of Social Services as of the cut-off date in order to participate in this examination, or
2. Must be a current or former employee of the Legislature with two or more consecutive years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. Candidates filing under Government Code Section 18991 need to submit a legible copy of the DD214 along with the completed Veterans' Preference application form (CalHR 1093) to California Department of Human Resource.

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 Disability Evaluation Analyst examination which is available online at the following link: [Disability Evaluation Services Administrator I 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

Either 1

One year of experience performing the duties of a Disability Evaluation Analyst III.

Or 2

Experience: Three years of experience in the medical and vocational evaluation of adult and childhood physical and mental impairments and disease processes which must have included two years in an administrative, consultative, or supervisory capacity. (Experience in California state service applied toward this requirement must be performing the duties of a class with a level of responsibility equivalent to that of Disability Evaluation Analyst II). (Experience that is limited to the determination of eligibility for financial assistance or to the placement of persons without employment handicaps is not considered qualifying experience.) Graduate work in disability determination, rehabilitation counseling, social work, or psychology may be substituted for the required general experience on a year-for-six-months basis to a maximum of one year. And

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

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.

Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four-year Bachelor's degree. When education and/or specific course work is required, provide a copy of unofficial transcripts along with your application.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated ability to act independently with objectivity, flexibility, and tact.

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. Practices in the interpretation of medical reports, psychological tests, and laboratory studies.
2. Vocational implications of physical and mental impairments and disease process.
3. Medical terminology.
4. Provisions of the Welfare and Institutions Code, Social Security Act, and other related State and Federal laws, rules and regulations pertaining to medical and legal responsibilities in the evaluation and adjudication of claims for disability benefits.
5. Philosophy, trends, procedures, methods, and techniques used in the supervision and administration of disability claims development and adjudication.
6. Research methods
7. Principles of supervision, consultation, training and staff development, budget analysis, and personnel management
8. Principles of organization, administration, and management.
9. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

Ability to:

1. Organize and direct the work of others.
2. Analyze situations accurately and take effective action.
3. Utilize and apply effectively technical knowledge and skills.
4. Establish and maintain cooperative working relationships with a variety of public and private organizations, institutions, agencies, and individuals.
5. Communicate effectively.
6. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ELIGIBLE LIST INFORMATION

A departmental open merged eligible list for the Disability Evaluation Services Administrator I 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 not be granted for this examination.

Career Credits will not be granted in this examination.

Revised: February 16, 2024