



DISABILITY EVALUATION SERVICES ADMINISTRATOR II (DESA II)

EXAM CODE: 9BP05

CLASS CODE: 8425

Department: DEPARTMENT OF SOCIAL SERVICES
Final Filing Date: CONTINUOUS FILING
Exam Type: DEPARTMENTAL PROMOTIONAL
Salary: MONTHLY SALARY RANGE - \$6,495.00 - \$8,070.00
Location: STATEWIDE

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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(s), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug free state work place. 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.

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 final filing 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. Applicants must submit a legible copy of their DD214 along with the application (STD.678).

FILING INSTRUCTIONS

Applicants must submit the [State Examination/Employment Application \(STD. 678\)](#), by mail or in person to:

FILE BY MAIL:

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

FILE IN PERSON:

California Department of Social Services
Attention: Examinations Unit
744 P Street,
Sacramento, CA 95814
Monday-Friday, 8:00 AM-5:00 PM

NOTE: Only applications with an original signature will be accepted. Facsimile (FAX) or e-mailed applications will not be accepted under any circumstances.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process. Please mark the appropriate box for Question 2 on the State Examination/Employment Application (Std. 678). You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION

An eligible list will be established for use by the California Department of Social Services. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of examination date. Eligibility expires twelve (12) months after it is established, unless the needs of the service and conditions of the list(s) warrant a change in this period. Competitors must then retake the examination to re-establish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the experience and/or education requirements for this examination at the time the application is submitted. Your signature on the application indicates that you read, understood and possess the minimum qualifications required.

Applications must include: "to" and "from" dates (month/day/year), time base, hours worked per week, civil service or private sector titles, and the duties performed. Applications without this information may be rejected from this examination. If using education to qualify, applicant must include copies of unofficial transcripts. College course information must include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

MINIMUM QUALIFICATIONS

Either I

One year of experience performing the duties of a Disability Evaluation Services Administrator I; or two years of experience performing the duties of a Disability Evaluation Analyst III.

Or II

Experience: Four years of experience in the medical and vocational evaluation of adult and childhood physical and mental impairments and disease processes which must have included three years in a 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 III). (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.)

POSITION DESCRIPTION

Incumbents organize, direct, and coordinate the activities of a staff of 60-90 professional and support staff. These functions may occur in the line operations component of a field branch; or a major field program with statewide responsibility; or a component providing program services or policy/procedure development for statewide operations.

EXAMINATION INFORMATION

Qualifications Assessment Application – Weighted 100%

The examination will consist of a Qualifications Assessment (QA) weighted 100%. Candidates must attain an overall minimum score of 70% to be placed on the eligible list. The QA is designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the QA will be assessed based on pre-determined rating criteria. **CANDIDATES WHO DO NOT COMPLETE OR SUBMIT THE QUALIFICATIONS ASSESSMENT MAY BE DISQUALIFIED.**

KNOWLEDGE AND ABILITIES

A. 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.

B. 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.

SPECIAL PERSONAL CHARACTERISTICS

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

VETERANS' PREFERENCE

Veterans' Preference will not be granted for this examination.

CAREER CREDITS

Career Credits do not apply in this examination.

CLASSIFICATION SPECIFICATION

Please click on the link below to review the official California Department of Human Resources (CalHR) classification specification.

[DISABILITY EVALUATION SERVICES ADMINISTRATOR II](#)

CONTACT INFORMATION

California Department of Social Services
Attention: Examinations Unit
P.O. Box 944243, MS 8-15-58
Sacramento, CA 94244-2430
examinations@dss.ca.gov

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.

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this examination, and all candidates who pass will be ranked according to their scores.

It is the candidate's responsibility to contact the CDSS Examinations Unit at examinations@dss.ca.gov or (916) 657-1752 within three weeks after submitting an application if he/she has not received a progress notice.

The California Department of Social Services (CDSS) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Applications are available at the CalHR's website at [State Examination/Employment Application \(STD. 678\)](#), Employment Development Department offices and the California Department of Social Services.

The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race, color, national origin, ancestry, religion, creed, sex, marital status, sexual orientation, pregnancy, age, veteran status, political affiliation, or disability as required by Title II of the Americans with Disabilities Act (ADA).

Candidates needing special testing arrangements due to a disability, must mark the appropriate option in Question #2 on the Examination Application form STD.678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

Criminal Record Clearance Information: Some positions within various divisions of the California Department of Social Services are subject to Federal fingerprinting and criminal records check requirements. Applicants will be notified during the hiring process if the position is affected by the Federal criminal record clearance procedure. Federal clearance is a condition of employment in positions affected by this procedure (Homeland Security Presidential Directive 12).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

TAKING THE EXAMINATION

Applications will be reviewed by the Examinations Unit to determine if the applicant meets the minimum qualifications. All applicants who meet the minimum qualifications will be sent an email to the email address on their application with a link to the Survey Monkey examination. After the examination is completed, it will be scored and a notification of results letter will be sent within approximately three weeks.