



DISABILITY EVALUATION SERVICES ADMINISTRATOR III

Exam Code: 9BP06

Department: Department of Social Services

Exam Type: Departmental Promotional

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Monthly Salary Range: \$8,759.00 - \$9,945.00

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

CUT-OFF DATES

January 31, 2023	February 28, 2023	March 30, 2023	April 28, 2023
May 31, 2023	June 30, 2023	July 31, 2023	August 31, 2023
September 29, 2023	October 31, 2023	November 30, 2023	December 29, 2023

Note: This examination is administered on a monthly basis. Applications must be received by the cut-off date. Applications received after the cut-off dates listed in this bulletin will be processed during the month of the next cut-off date. Results will be mailed 4 – 5 weeks following each cut-off date.

FILING INSTRUCTIONS

Applications will be accepted on a continuous basis. (See Cut-Off Dates section)

Who May 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.

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

Applicants must submit a [State Examination Application \(Std. 678\)](#), and copies of unofficial transcripts, if applicable, and Training and Experience Assessment to the mailing address below.

The Training and Experience Assessment for the Disability Evaluation Services Administrator III is available by clicking on the link: [Disability Evaluation Services Administrator III Training and Experience Assessment](#), or in person at the address listed below.

Applications may be delivered in person, by email, or by mail. Incomplete 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 Application (Std. 678).

Applications postmarked, personally delivered, or received via email after the cut-off date will be held and processed in the next examination administration. (Please see "Cut-Off Dates Section") If an application is received after the cut-off date with a late or missing postmark, the application is considered late.

FILE BY MAIL

Department of Social
Services
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

BY EMAIL

examinations@dss.ca.gov

It is the applicant's responsibility to submit their application 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 application.

Applications 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, Examination Unit, Mail Station 8-15-58.

For email submission, documents must be attached as a PDF file, no other format will be accepted. PDF file must be attached with your email, no outside hosting service or web links will be accepted. Due to system limitations, do not submit applications or exam documents through a CalCareer account. Electronically submit your application no later than 11:59 pm. Pacific Time on the specified cut-off date.

Indicate the Examination Code and Classification(s) on your State Examination Application (Std. 678).

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

MINIMUM QUALIFICATIONS

Either 1

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

Or 2

Experience: Five years of experience in the medical and vocational evaluation of adult and childhood physical and mental impairments and disease processes which must have included four 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 Services Administrator I.) (Experience that is limited to the determination of eligibility for financial assistance or to the evaluation and 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.

POSITION DESCRIPTION

As a Disability Evaluation Services Administrator III, incumbents at this level have full management and supervisory responsibility for a field branch office with a staff of approximately 1 to 200. Incumbents, through subordinate supervisors, supervise a large technical staff involved in highly specialized, complex work directly impacted by Federal regulations frequently changed or reinterpreted by the United States Congress and court orders resulting from civil lawsuits. Incumbents provide a high level of assistance to the division's deputy director in reaching organizational goals, including responsibility for program evaluation and recommendations for meeting productivity and quality levels established by the Social Security Administration.

Positions exist statewide within the California Department of Social Services.

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.

SPECIAL PERSONAL CHARACTERISTICS

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

ELIGIBLE LIST INFORMATION

A departmental merged promotional eligible list for the Disability Evaluation Services Administrator III will be established for the California 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. After the examination is completed, a notice of results will be sent electronically or mailed within approximately three weeks.

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.

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

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 California 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 California 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 for this examination.

Revised: December 27, 2022