SALARY AND BENEFIT INFORMATION

Currently, as of July 1, 2019:

Salary for Adult Institutions, DHCS, Division of Juvenile Justice, Parole Outpatient Clinics, Board of Parole Hearings, and the Third Day Visiting Program:

$6,405 – $8,172 per month (Unlicensed)

$6,890 – $8,764 per month (Licensed)

For a summary of benefits, visit the California Department of Human Resources at: http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx

POSITION INFORMATION

Positions currently exist statewide with the Division of Health Care Services (DHCS), California Department of Corrections and Rehabilitation (CDCR).

A Clinical Social Worker (Health/Correctional Facility) - Safety, under general direction in a State correctional facility or outpatient clinic, conducts responsible psychiatric social work with and on behalf of mentally, physically, or developmentally disabled persons and their relatives; conducts assessments and summarizes case information for use in diagnosis, treatment (level of care), and dispositional release; diagnoses and/or collaborates in the formulation of a diagnosis; develops, monitors, and modifies treatment plans in collaboration with the interdisciplinary treatment team; maintains order and supervises the conduct of inmates and/or youthful offenders; protects and maintains the safety of persons and property; and does other related work.

REQUIREMENTS FOR ADMITTANCE INTO THE EXAMINATION

Applicants are responsible to make sure they meet the Minimum Qualifications (as stated below) as of the date the examination is taken. Applicants’ electronic signature on the application indicates they have read, understood, and possess the basic qualifications required.
MINIMUM QUALIFICATIONS

Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science. Individuals who do not qualify for licensure by the California Board of Behavioral Science may be admitted into the examination and may be appointed but must secure a valid license within four years of appointment; however, an individual can be employed only to the extent necessary to be eligible for licensure plus one year. An extension of the waiver may be granted for one additional year based on extenuating circumstances, as provided by Section 1277(e) of the Health and Safety Code. The time duration for unlicensed employment does not apply to active doctoral candidates in social work, social welfare, or social service, until the completion of such training.

Unlicensed individuals who are recruited from outside the State of California and who qualify for licensure may take the examination and may be appointed for a maximum of one year, at which time licensure shall have been obtained or the employment shall be terminated; an extension of the waiver may be granted for an additional one year based on extenuating circumstances, as provided by Section 1277 (e) of the Health and Safety Code. Individuals granted an additional one year based on extenuating circumstances may be appointed for a maximum of two years, at which time licensure shall have been obtained or the employment shall be terminated. Additionally, they must take the licensure examination at the earliest possible date after the date of employment.

And

Education: Completion of a master’s degree program from an accredited school of social work, approved by the Council on Social Work Education.

Special Personal Characteristics: An objective and empathetic understanding of individuals with mental, developmental, or physical disabilities; flexibility to alter hours as needed; tolerance; tact; emotional stability; and respect for persons from diverse backgrounds.

Special Physical Characteristics: Persons appointed to class of Clinical Social Worker (Health/Correctional Facility) – Safety are reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees, patients, or inmates.

Assignments may include sole responsibility for the control of patients, clients, or inmates and the protection of personal and real property.

Drug Testing Requirement: Applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.
HOW TO APPLY AND TEST

The Application and **Training and Experience (T&E) Evaluation** are available on the internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the **T&E Evaluation**. The application form for Clinical Social Worker (Health/Correctional Facility) - Safety is contained within the internet process; therefore, a standard state application is not necessary. You may apply and take the **T&E Evaluation** on the internet by connecting to the following on-line instructions:

[cphcs.hodesiq.com/bl_joblist.asp](cphcs.hodesiq.com/bl_joblist.asp)

If you do not have internet access, there are public access internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest internet terminal is located and the policies related to usage.

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.

If you have a disability and need special testing arrangements, please contact the CCHCS’ Examination Services at (916) 691-5894 to make specific arrangements.

EXAMINATION SCOPE

This examination consists of a **T&E Evaluation weighted 100%**. The **T&E Evaluation** is designed to elicit a range of specific information regarding each applicant’s knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

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

**Knowledge of:**

1. Principles, procedures, techniques, trends, and literature of social work with particular reference to clinical social work;
2. Psycho/social aspects of mental, developmental, and physical disabilities;
3. Community organization principles;
4. Scope and activities of public and private health and welfare agencies;
5. Characteristics of mental, developmental, and physical disabilities;
EXAMINATION SCOPE (CONTINUED)

Ability to:
1. Utilize and effectively apply the required technical knowledge;
2. Establish and maintain the confidence and cooperation of persons contacted in the work;
3. Secure accurate psycho/social data and record such data systematically;
4. Prepare clear, accurate, and concise reports;
5. Work family and community agencies in preparation for discharge;
6. Develop and implement programs;
7. Provide professional consultation;
8. Analyze situations accurately and take effective action;
9. Communicate effectively.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies within the DHCS, CDCR. Names of successful competitors are merged onto the list in order of final score, regardless of exam date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retake the exam to re-establish list eligibility.

Veteran’s Preference will be awarded in this examination. All persons who successfully pass this examination, who qualify for, and have requested Veteran’s Preference will be placed in Rank 1 of the respective eligibility list, regardless of score. Career credits will not be granted in this examination.

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 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

Examination and/or Employment Application (STD 678) forms are available through your CalCareer Account via the website at www.jobs.ca.gov, local offices of the California Department of Human Resources, the Employment Development Department, the California Correctional Health Care Services, and the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a 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.

CCHCS 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 revisions 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 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, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).
**Veteran’s Preference:** California law allows the granting of Veteran’s Preference to any veteran, widow, or widower of a veteran, or spouse of a 100% disabled veteran who achieves a passing score in any Open examination to be ranked in the top rank of the resulting eligibility list. Directions to apply for Veteran’s Preference are on the Veteran’s Preference Application (CalHR 1093) which is available from Department of Human Resources at [jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx](http://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx) and the California Department of Veterans Affairs at [www.calvet.ca.gov/home](http://www.calvet.ca.gov/home). Veteran’s Preference is not granted once a person achieves permanent civil service status.

For Current Examination Information, call or email
(916) 691-5894 or 1-877-793-4473 or [CPHCSSelectionServices@cdcr.ca.gov](mailto:CPHCSSelectionServices@cdcr.ca.gov)

California Relay Service for the Deaf or Hearing Impaired:
1-800-735-2929

This bulletin cancels and supersedes all previously issued bulletins.