



SUPERVISING PSYCHIATRIC SOCIAL WORKER I, CORRECTIONAL FACILITY (CF)

Exam Code: 1RC06

Department: California Correctional Health Care Services
and California Department of Corrections and Rehabilitation

Exam Type: Multi-Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Supervising Psychiatric Social Worker I, CF (9291) – \$8,831 - \$11,566 per month.

View the [Supervising Psychiatric Social Worker I, CF](#) classification specification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Cutoff Date: Online, 24/7

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 **six (6) months**.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Examination” section.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact the department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Supervising Psychiatric Social Worker I, CF

Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science Examiners. (Applicants who are in the process of securing their license from the California Board of Behavioral Science Examiners will be admitted to the examination, but must secure a valid license before they will be considered eligible for appointment.)

(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. 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 or [equivalent degree](#) approved by the California Superintendent of Public Instruction under the provisions of California Education Code Sections 94885-94892 [formerly Section 94310]. **And**

Two years of post-licensed or post-certified experience as a clinical social worker meeting the supervisor requirements of Section 4996.20(a) [formerly Section 4980.40(f)(3)] of the Business and Professions Code. **And**

Either I

Two years of experience performing the duties of a Psychiatric Social Worker, CF, in the California state service.

Or II

Experience: Four years of experience in psychiatric social work, at least one year of which must have been as a social work supervisor and at least two years of which must have been in a child guidance or psychiatric clinic, in a psychiatric outpatient program, in a psychiatric hospital, or in a psychiatric department of a hospital.

Special Personal Characteristics: Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; tact; emotional stability; patience; alertness; and keenness of observation.

Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to

perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated patients.

Assignment may include sole responsibility for the supervision of incarcerated patients and/or the protection of personal and real property.

OUT OF CLASS EXPERIENCE: A completion of an “out-of-class (OOC) assignment memorandum”, dated within one year of assignment completion, is required to use OOC experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from their Classification and Pay Analyst or institutional Personnel Liaison. OOC experience without the required documentation cannot be considered for examination purposes.

POSITION DESCRIPTION

Supervising Psychiatric Social Worker I, CF

A Supervising Psychiatric Social Worker I, CF, under general direction, in a State correctional facility or outpatient clinic in the California Department of Corrections and Rehabilitation, provides supervision to psychiatric social workers working with and on behalf of mentally, physically, or developmentally disabled persons and their relatives and where there is no higher level psychiatric social work supervisor, plans, organizes, and directs the psychiatric social work program; maintains order and supervises the conduct of incarcerated patients; protects and maintains the safety of persons and property; and does other related work.

Positions exist statewide.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

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

Knowledge of:

1. Principles, procedures, techniques, trends, and literature of social work with particular reference to psychiatric social work;

2. Community organization principles;
3. Applying the principles of mental health education;
4. Characteristics and social aspects of mental and emotional disturbances and physically disabled;
5. Scope and activities of public and private health and welfare agencies;
6. Current trends in mental health, public health, public welfare, and federal and State programs in these fields;
7. Principles and practices of administrative and clinical supervision, evaluating subordinates work, and giving in-service training;
8. The Department's Equal Employment Opportunity (EEO) Program objectives;
9. A supervisor's role in the EEO Program and the processes available to meet EEO objectives.

Ability to:

1. Supervise licensed staff providing psychiatric social work services, including group and individual psychotherapy, case management, and discharge planning;
2. Apply the principles of mental and physical health education;
3. Supervise others, evaluate their work, and give in-service training;
4. Establish and maintain effective working relationships with those contacted in the work;
5. Secure accurate social data, record such data systematically, write clear, accurate and concise reports, and interpret statistical data;
6. Give field work training to psychiatric social work interns;
7. Analyze situations accurately and adopt an effective course of action;
8. Communicate effectively;
9. Effectively contribute to the Department's EEO objectives.

ELIGIBLE LIST INFORMATION

A multi-departmental, open eligible list for the Supervising Psychiatric Social Worker I, CF classification will be established for:

California Correctional Health Care Services California Department of Corrections and Rehabilitation

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 it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans' status is verified by the California Department of Human Resources (CalHR). Information on this program and the [Veterans' Preference Application](#) (Std. Form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career credits are not granted in examinations administered on an open basis.

EXAMINATION INFORMATION

[Preview the Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the examination.

In an effort to streamline the examination process, please create a [CalCareer Account](#) with CalHR. A CalCareer Account is a one stop shop for taking civil service examinations, applying for state jobs, and provides storage and organization for your documents and communications stemming from job opportunities, all in a paperless format. To sign up for a CalCareer Account, or log in to your existing account, [Click here](#).

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

We recommend using Chrome or Edge for optimal performance when accessing the examination.

Take the examination for the [Supervising Psychiatric Social Worker I, CF](#) classification.

TESTING DEPARTMENTS

California Correctional Health Care Services
California Department of Corrections and Rehabilitation

CONTACT INFORMATION

If you have any technical or administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

California Correctional Health Care Services
Attn: Examination Services
8280 Longleaf Drive
Elk Grove, CA 95758
Phone: (916) 691-5894

Email: CPHCSSelectionServices@cdcr.ca.gov
California Relay Service: 7-1-1 (TTY and voice)

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.

DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

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

Examination and/or Employment Application (Std. Form 678) forms are available at CalHR, 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.

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 revision will be in accordance with civil service laws and rules and all applicants 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.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education 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 competitor 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.

This bulletin cancels and supersedes all previously issued bulletins.