



**CALIFORNIA PRISON  
HEALTH CARE SERVICES**

**SUPERVISING PSYCHIATRIC  
SOCIAL WORKER I,  
CORRECTIONAL FACILITY  
XP19/9291 – Exam Code: 1RC26**



**California  
Department of  
Corrections  
and Rehabilitation**

**OPEN – STATEWIDE**

**CONTINUOUS FILING  
Training and Experience Assessment**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

**EXAMINATION BASE**

**DEPARTMENTAL OPEN FOR:**

**Department of Corrections and Rehabilitation (CDCR)**

Positions currently exist statewide with CDCR.

**POSITION  
DESCRIPTION**

A Supervising Psychiatric Social Worker I, Correctional Facility, under general direction, in a State correctional facility or outpatient clinic in the 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, to plan, organize, and direct the psychiatric social work program; to maintain order and supervise the conduct of inmates; to protect and maintain the safety of persons and property; and to do other related work.

**WHO CAN APPLY**

Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time, unless the applicant has tested within the testing period indicated below.

**HOW TO APPLY**

Submit an Examination Application (Std. Form 678), and Training and Experience Assessment to the address listed below:

**By mail with:**

**California Prison Health Care Services  
Selection Services Section  
P.O. Box 4038, Suite 350  
Sacramento, CA 95812-4038**

or

**In person with:**

**California Prison Health Care Services  
Selection Services Section  
501 J Street, Lobby Drop Box  
Sacramento, CA 95812**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

The Training and Experience Assessment for the Supervising Psychiatric Social Worker I, Correctional Facility, can be downloaded from State Personnel Board's website at [www.jobs.ca.gov](http://www.jobs.ca.gov), CPHCS' website at [www.cphcs.ca.gov](http://www.cphcs.ca.gov) or CDCR's website at [www.cdcr.ca.gov](http://www.cdcr.ca.gov) or copies can be obtained by calling (916) 445-1086.

**NOTE: Only applications with an original signature will be accepted.**

**PLEASE DO NOT SUBMIT YOUR APPLICATIONS TO THE STATE PERSONNEL BOARD  
OR TO THE DEPARTMENT OF CORRECTIONS AND REHABILITATION**

**APPLICATION  
DEADLINE/  
TESTING PERIOD**

Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time they file their applications.

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

**SALARY RANGE**                      **Currently, as of July 1, 2007:**

**\$6,801 - \$7,739 per month**

Through October 2011, full-time employees' monthly salary will be reduced by 4.62% in exchange for eight (8) hours of leave, credited to each employee's leave balances as Personal Leave Plan 2010 credit.

**BENEFITS**                              For a summary of benefits provided by the Department of Personnel Administration, click here <http://www.dpa.ca.gov/benefits/orientation/Benefits.shtm> or the State Personnel Board, click here <http://www.jobs.ca.gov/OEC/benefits/benefits.aspx>

**MINIMUM QUALIFICATIONS**                      Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Candidate must meet the following minimum qualifications to be admitted to the examination process.

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 Section 94310.

**and**  
Two years of post-licensed or post-certified experience as a clinical social worker meeting the supervisor requirements of 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, Correctional Facility, 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 inmates.

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

**EXAMINATION PLAN**

This examination will consist of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

Candidates who meet the "Minimum Qualifications" will have their Training and Experience Assessment scored. If they pass the examination, they will be placed on an eligible list. **RETURN OF THE TRAINING AND EXPERIENCE ASSESSMENT IS MANDATORY.** Candidates who do not return the completed Training and Experience Assessment will be eliminated from this examination.

**Training and Experience Assessment – Weighted 100.00%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate'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 and 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 Affirmative Action Program objectives.
9. A supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action 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 affirmative action objectives.

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, please contact the CPHCS' Selection Services Section at (916) 445-1086 to make specific arrangements.

**ELIGIBLE LIST INFORMATION**

An open merged eligible list will be established for CDCR. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. List eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

**VETERANS POINTS/ CAREER CREDITS**

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

**GENERAL INFORMATION**

**Applications** are available at the State Personnel Board or their website at [spb.ca.gov](http://spb.ca.gov), local offices of the Employment Development Department, and at the California Prison Health Care Services.

**If you meet the requirements** stated in this bulletin, you may take this examination. 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) subdivisional 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.

**The California Prison Health Care 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 revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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 12<sup>th</sup> 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).

**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.**

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**FOR CURRENT CPHCS EXAMINATION INFORMATION CALL (916) 445-1086**  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
PO Box 4038, 501 J Street, Suite 350, Sacramento, CA 95812-4038  
[www.cphcs.ca.gov](http://www.cphcs.ca.gov)

**THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**