

**OPEN STATEWIDE  
EXAMINATION  
CASEWORK SPECIALIST  
CONTINUOUS FILING**



**THE POSITION**

A **Casework Specialist**, Juvenile Justice Division, performs intensive individual casework services, group counseling and psychotherapy with an assigned caseload; prepares psychosocial case histories in a timely manner for diagnostic purposes; interprets the social aspects of mental and emotional disturbances and delinquency to parents, relatives, parole officers, and others interested in the welfare of the wards; and maintains the safety and security of wards and staff within an institutional setting. As a member of an interdisciplinary team, works with psychiatrists, clinical psychologists, academic and vocational teachers, and group living staff in treatment planning; and does other work as required.

Positions are located at each of the Juvenile Justice Divisions facilities statewide.

Visit our website at [www.cdcr.ca.gov](http://www.cdcr.ca.gov) for more information about the Casework Specialist and the California Department of Corrections and Rehabilitation (CDCR).

**EXAMINATION  
INFORMATION**

The exam is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

The examination will consist of a Supplemental Application weighed 100%. All candidates who meet the requirements for admittance to this examination will be required to complete a Supplemental Application, which will be mailed at a later date. **Persons who do not return the completed Supplemental Application will be considered to have withdrawn from this examination.** The information on the Supplemental Application will be used to assess each candidate's relevant education and experience. The Supplemental Application will be evaluated by using a predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained.

**HOW TO APPLY**

To apply for Casework Specialist submit a Standard State Application (Form 678) to:

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
PEACE OFFICER APPOINTMENTS SECTION  
2201 BROADWAY  
SACRAMENTO, CA 95818-2572**

**Examination Applications (Form STD 678)** will be accepted on a **CONTINUOUS BASIS**, and examinations will be conducted on a quarterly basis (March, June, September, December), if conditions warrant.

Application Form STD 678 can be obtained at the following locations: Employment Development Department Offices; California Department of Corrections and Rehabilitations' Testing Centers and Institutions; or the California Department of Corrections and Rehabilitations' Central Personnel Office, by contacting our toll-free job line at 1-866-232-JOBS, or online at [www.cdcr.ca.gov](http://www.cdcr.ca.gov).

**SALARIES**

**Range A: \$5188 (Academy)**

**Range B: \$6095 - \$7402\***

**Range J: \$5447 - \$5447 (Apprenticeship Program)**

**Range K: \$6400 - \$7772 (Journeyman-Level Institution Assignment)**

\*Applicable to state employees when current salary is higher than Range A.

**MINIMUM  
REQUIREMENTS**

It is the responsibility of all applicants to ensure the education and/or experience requirements are met by the test date(s). Your signature on your application indicates that you have read, understood and possess the basic qualifications.

**Education: Completion of a two-year graduate curriculum in social work in an accredited school of social work (a master's degree in social work). Candidates who are enrolled in the final academic year of graduate work will be admitted to the examination, but they will not be appointed until they complete the required education.**

**SPECIAL PERSONAL CHARACTERISTICS**

An objective and empathetic understanding of the Department of Corrections & Rehabilitation, Juvenile Justice Division wards; ability to work effectively in a correctional facility with wards of various racial, ethnic and cultural differences; tolerance; tact; patience; and emotional stability, maturity and integrity.

Persons appointed to positions in this class must be 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 or that of the wards.

**THE SELECTION PROCESS**

Candidates must be successful in the examination and selection components listed to be eligible for a Casework Specialist appointment. Failure to complete any of the required forms will result in elimination. All information submitted for consideration at every phase of the selection process must be accurate, complete and truthful and will be subject to verification. Any inaccuracy and/or omission may be considered intentional and may be cause for elimination from the certification list.

**EXAMINATION SCOPE**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the Supplemental Application evaluation process will be on measuring each competitor's:

**Knowledge of:**

1. Principles, procedures, techniques, trends, and literature of social work with particular reference to casework and group work methods
2. Purposes, scope and operation of correctional institutions with particular reference to institutional programs for youthful offenders
3. Causes, nature and results of delinquency
4. Special aspects of mental and emotional disturbances and mental deficiency

**Ability to:**

1. Apply casework and group work methods and techniques to the diagnosis and treatment of wards
2. Establish and maintain the confidence and cooperation of persons contacted in the work environment
3. Write clear, accurate, concise reports and interpret statistical data
4. Analyze situations accurately and adopt an effective course of action
5. Communicate effectively

**PEACE OFFICER REQUIREMENTS**

Persons appointed as a Casework Specialist, Juvenile Justice Division, must meet the following requirements:

**AGE REQUIREMENT**

To be appointed as a peace officer, a person must have reached their 21<sup>st</sup> birthday.

**CITIZENSHIP REQUIREMENT**

Existing law provides that in order to be appointed to a peace officer position, a person must either be a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship at time of application. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application for citizenship shall result in termination of employment.

**FIREARM CONVICTION DISQUALIFICATION**

Anyone (1) restricted from possessing, carrying or having under his/her control a firearm pursuant to Penal Code Section 12021; or (2) convicted of a misdemeanor crime of domestic violence under Title 18, United States Code, Section 922 (g) (9); or (3) restricted under any other federal or state law from possessing, carrying, or having under his/her control a firearm, is ineligible for appointment to any position in this classification.

**USE OF HARD DRUGS**

Use of "hard" drugs (e.g., marijuana/THC, heroin, cocaine, opiates, amphetamines/methamphetamines, phencyclidine [PCP]) at any time as an adult (age 18 or older) constitutes a basis for disqualification from peace officer examinations.

**HIRING INTERVIEW PROCESS**

When a vacancy occurs within the youth correctional facility, the hiring facility may contact the candidate for a hiring interview. The hiring facility may make an offer to a candidate if his/her rank appears within the highest three ranks. The job offer is contingent on the candidate passing the background investigation process and medical requirements pursuant to Government Code Sections 1029.1 and 1031 (d).

Applicants who are **not** Department of Corrections & Rehabilitation peace officers who are successful in this examination will be required to complete a Personal History Statement which will require disclosure (with the exception of the three items listed under "Felony Disqualification" under "General Information") of information on arrests regardless of conviction, felony, and non felony convictions and driving violations. The information obtained by this document will be used to conduct a background investigation to determine suitability to become a peace officer. Information collected for background investigation after the examination is distinct from that required on the state application (STD 678) which is completed prior to the examination.

HIRING INTERVIEW  
PROCESS CONT.**MEDICAL REQUIREMENTS**

Prior to appointment, every applicant who is not a California Department of Corrections and Rehabilitation peace officer and is given a job offer will be required to undergo a medical examination to determine that he/she can perform the essential functions of the job safely and effectively. This examination will be conducted by medical service providers located throughout the State and will be paid for by the Department of Corrections & Rehabilitation.

The Pre Employment Medical evaluation includes, but is not limited to: a urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests, if necessary. Any limitation, which restricts a person from safely performing the essential functions of the position, may constitute basis for elimination from the certification list. An approved Pre Employment Medical evaluation is valid for one year and must be current at the time of appointment.

**PSYCHOLOGICAL SCREENING**

Psychological screening is also a component of the medical evaluation for the Casework Specialist, Juvenile Justice Division classification. After an applicant has been offered a job contingent on passing the medical examination, he/she will be scheduled for a psychological screening evaluation conducted by the State Personnel Board in accordance with the California Code of Regulations Sections 172.4 through 172.11.

**TRAINING REQUIREMENTS**

All persons selected to be Casework Specialists must successfully complete (1) 16 week training academy unless they have already completed the academy for a prior Department of Corrections & Rehabilitation classification and (2) a one-week intensive training course which includes casework management, functional supervision, ethics and professionalism, time management, training techniques, etc.

GENERAL  
INFORMATION

**TESTING CENTER LOCATIONS:** The examination consists of a Supplemental Application weighed 100%. The psychological component will be scheduled at the California Department of Corrections and Rehabilitations' Testing Centers. Candidates needing special testing arrangements due to a disability must mark the appropriate box on the Standard State Application (STD 678).

**OFFICE OF PEACE OFFICER SELECTION TESTING CENTER LOCATIONS**

**Northern Testing Center**  
2201 Broadway  
Sacramento, CA 95818-2572  
(916) 227-2110

**Central Testing Center**  
2510 S. East Avenue, Suite 350  
Fresno, CA 93706  
(559) 445-6141

**Southern Testing Center**  
9055 Haven Avenue, Suite 104  
Rancho Cucamonga, CA 91730  
(909) 944-6697

**TDD is a telecommunications device** used by the hearing impaired and may be reached by calling TDD at (800) 735-2929 or voice phone at (800) 735-2922.

**DRUG FREE WORKPLACE:** It is the objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of drugs is inconsistent with the law of the State, the rules governing State civil service, and the special trust placed in public servants.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER:** The California Department of Corrections and Rehabilitation offers equal opportunity to ALL regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.

**ON AN EXAMINATION WITH A WRITTEN FEATURE:** it is the candidate's responsibility to contact the Department of Corrections & Rehabilitation, Office of Peace Officer Selection, in Sacramento at (916) 227-5357 if he/she has not received a progress notice.

**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 described on this bulletin will be compared with the performance of the others who take this test and all candidates who pass will be ranked according to their scores.

**THE DEPARTMENT OF CORRECTIONS AND REHABILITATION** reserves the right to revise the examination plan to better meet the needs of the department if the circumstances under which this examination plan changes. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**ELIGIBLE LIST:** In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date, and the resulting eligible lists will be used to fill vacancies in the area shown on this bulletin. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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

**VETERANS PREFERENCE:** California law limits the granting of veterans preference credit to entrance examinations. When credit is granted in an Open Examination it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. When credit is granted in an Open Non-promotional Examination, it is as follows: 10 points for disabled veterans and 5 points for other veterans. Directions for applying for veterans preference and definitions for veteran and disabled veteran are available on the application for Veterans Preference form (SPB Form 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001. Due to the changes in the law, which were effective January 1, 1996, *veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credit.*

GENERAL  
INFORMATION  
CONT.

**FELONY DISQUALIFICATION:** You are disqualified from being employed as a peace officer if (1) you have been convicted of a felony in this State or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in this State; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been found not guilty by reason of insanity of any felony; (5) you have been determined to be a mentally disordered sex offender; or (6) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may answer "no" to question 11 on the application (Form 678) if your conviction(s) (1) have been sealed under Penal Code Section 851.7, 851.8, 1000.5, 1203.45 and Health and Safety Code Section 11361.5, (2) have been expunged or are expungable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

**POLICY OF NONDISCRIMINATION ON BASIS OF DISABILITY STATEMENT:** The Department of Corrections & Rehabilitation does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities.

**APPEAL INFORMATION:** You may file a written appeal to the State Personnel Board at P.O. Box 944201, Sacramento, CA 94244-2010, to review your rating if you believe that the California Department of Corrections and Rehabilitation failed to follow prescribed standards or procedures or misinterpreted the minimum qualifications prescribed for the class; or if you can demonstrate that the rating was the result of fraud, or of discrimination within the meaning of Sections 19702 or 19703 of the Government Code, or of other improper acts or circumstances. The appeal must be filed within 30 days after the notice of examination results are mailed and must state the facts, information, or circumstances upon which the appeal is based. Appeals are heard by the State Personnel Board in public hearings held in Sacramento, San Francisco, and Los Angeles.

**MISSION AND VALUES**

**Mission:** To Improve public safety and reduce victimization through evidence-based crime prevention and recidivism reduction strategies.

**Values:** We commit ourselves to principled leadership – a set core values that guide our behavior:

- **Integrity** – We conduct ourselves professionally, achieving the highest ethical standards.
- **Accountability** – We take responsibility for our actions and the consequences.
- **Justice** – Crime Victims, staff, and offenders receive equitable process and fair outcomes.
- **Collaboration** – Everyone supports mutual understanding of ideas, open exploration of our differences, and works constructively and cooperatively with our stakeholders.
- **Employee Well-Being** – We foster an environment that supports professional development and personal health.

## CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION ❖❖❖ JUVENILE JUSTICE FACILITIES

Heman G. Stark Youth Correctional Facility 15180 Euclid Avenue Chino, CA 91710 (909) 606-5000	N. A. Chaderjian Youth Correctional Facility 7650 South Newcastle Road P O Box 213014 Stockton, CA 95213-9014 (209) 944-6400	O. H. Close Youth Correctional Facility 7650 South Newcastle Road P O Box 213001 Stockton, CA 95213-9001 (209) 944-6391	Pine Grove Youth Conservation Camp 13630 Aqueduct-Volcano Road P. O. Box 1040 Pine Grove, CA 95665 (209) 296-7581
Preston Youth Correctional Facility 201 Waterman Road Ione, CA 95640 (209) 274-8000	Southern Youth Correctional Reception Center and Clinic 13200 South Bloomfield Road Norwalk, CA 90650 (562) 868-9979	Ventura Youth Correctional Facility 3100 Wright Road Camarillo, CA 93010 (805) 485-7951	