



**RESOURCE SPECIALIST,
SPECIAL EDUCATION**
Final Filing Date: CONTINUOUS

OPEN

**AN EQUAL
EMPLOYMENT
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 to 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.

EXAMINATION BASE

DEPARTMENTAL FOR:

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR for this classification in the past 12 months. Applications will not be accepted on a promotional basis.

HOW TO APPLY

Submit Examination Application (Std. Form 678) **and** Qualifications Assessment

By mail to: Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001

or

In person at: Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Office of Workforce Planning, 101N

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, to the street address listed above.

The Qualifications Assessment for the Resource Specialist, Special Education examination is available at the following location:

http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Education/PDFs/ResourceSpecialistQA-O-C.pdf or in person at the street address listed above.

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

**APPLICATION
DEADLINE/
REQUIREMENTS**

Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE

To learn more about examination date(s), contact the Office of Workforce Planning at (916) 322-2545.

SALARY RANGE(S)

As of: August 4, 2017
Alternate Range 7 (Alternate Range Criteria 047):
\$5,067.33 - \$10,192.78

**MINIMUM
QUALIFICATIONS**

Possession of a valid Special Education Credential other than an Emergency Credential. **and**

Either

1. Possession of a Preliminary Resource Specialist Certificate of Competence issued by the California Commission on Teacher Credentialing.

Or

2. Possession of a Clear Resource Specialist Certificate of Competence issued by the California Commission on Teacher Credentialing.

Additional Desirable Qualifications: In appraising the relative qualifications of candidates, consideration will be given to persons who have experienced working with emotionally disturbed or delinquent adolescents and young adults.

Special Physical Characteristics: Persons appointed to positions in this class 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 youthful offenders.

Assignments during tour of duty may include sole responsibility for the supervision of youthful offenders and/or the protection of personal and real property.

Conditions of Pre-Employment: Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with the California Department of Corrections and Rehabilitation's Juvenile Justice Education Services Branch shall undergo a thorough background investigation prior to appointment. Pursuant to Education Code Section 45122 and Penal Code Sections 677 and 1192, "No person who has been convicted of a violent or serious felony shall be employed by a school district."

**EXAMINATION
PLAN**

EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

Qualifications Assessment -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:
1. Educational practices, trends, and theory with emphasis on the principles and techniques of Special Education.
 2. Literature in the field of education, particularly as it pertains to disabled children.
 3. Principles of educational diagnosis and assessment.
 4. Modern teacher training methods.
 5. State and Federal laws that pertain to education for the disabled.
 6. The process of the development and implementation of the Individualized Education Program.
- B. Ability to:
1. Communicate effectively.
 2. Consult and interact with institutional staff.
 3. Analyze situations accurately and take effective action.
 4. Conduct workshops and staff development activities.
 5. Administer and interpret educational diagnostic instruments.
 6. Demonstrate effective interaction with students and teachers through the use of modern classroom instructional strategies and materials.

**ELIGIBLE LIST
INFORMATION**

An eligible list will be established to fill vacancies for CDCR. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.

**POSITION
DESCRIPTION AND
LOCATION(S)**

A **Resource Specialist, Special Education**, under general direction and supervision of a Supervisor of Correctional Education Programs consults with regular classroom teachers and other institutional staff; develops and conducts in-service training for total institutional staff; develops instructional materials and strategies for Special Education students in the mainstream classroom; participates in Special Education Program evaluation; participates as an Individualized Education Program team member in developing, implementing, monitoring, and revising the Individualized Education Program and Individualized Instructional Program; coordinates and gathers data on Special Education; administers academic diagnostic tests; provides instruction to students who have been identified as Special Education students on a one-to-one or small group basis or in a regular classroom setting; participates on the curriculum committee as a consultant to the total education program; controls all materials and equipment which may be used as potential weapons; prevents escapes and injury by students to themselves or others or to property; inspects premises and searches for contraband, such as weapons or illegal drugs; and performs other related duties as assigned.

Positions exist in CDCR juvenile facilities.

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

**VETERANS'
PREFERENCE/
CAREER CREDITS**

Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at CDCR, California Department of Human Resources (CalHR), and Employment Development Department offices. To create a CalCareer account and obtain an application, visit www.jobs.ca.gov. With an account, you can take state civil service examinations, store different versions of your application, apply for vacancies at 150 departments, track your application status and save your resume all in one place.

Veterans' Preference: California law allows the granting of Veterans' Preference in any **Open** examination. In accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: <https://jobs.ca.gov/CalHRPublic/Landing/Veterans.aspx>. Additional information can also be found at the California Department of Veterans Affairs at www.calvet.ca.gov/veteran-services-benefits/employment.

**GENERAL INFORMATION
(CONTINUED)**

The Department of Corrections and Rehabilitation 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 changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

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) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

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 and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

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 CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS