CASEWORK SPECIALIST, YOUTH AUTHORITY (YA)  
Qualifications Assessment  

Department of Corrections and Rehabilitation  

Departmental Open Examination  
Examination Code: 9CE05  
Final Filing Date: Continuous

EXAMINATION INFORMATION

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the Casework Specialist, YA classification with the California Department of Corrections and Rehabilitation (CDCR). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed on an eligible list for the classification listed above. The list will be used to fill positions statewide with CDCR. A “Conditions of Employment” section is included in this examination which will allow you to select the time bases and location(s) you are interested in working. Please print out, personally complete, and sign this examination form.

Read the instructions below carefully before completing the assessment. Failure to do so may result in an inability to process your assessment and disqualification from this examination.

AFFIRMATION STATEMENT

I hereby certify that the information provided on this Qualifications Assessment is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of state employment, and/or suffer loss of right to compete in any future state examinations.

Name (Printed): ________________________________________________________________

Address: ____________________________________________________________________

City/State/Zip Code: ____________________________________________________________________

Home Telephone Number: ____________________________________________________________________

Work Telephone Number: ____________________________________________________________________

Signature: _____________________________________________________________________________

Date: _____________________________________________________________________________
FILING INSTRUCTIONS

All applicants must complete and submit the following examination materials:

- Examination Application (STD. 678)
- 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.

NOTE:
- All examination materials must have original signatures.
- Be sure your envelope has adequate postage if submitting via mail.
- Fax ed or emailed copies will NOT be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

GENERAL INSTRUCTIONS

This Qualifications Assessment is the sole component of the examination. To obtain a position on the eligible list, a minimum score of 70% must be achieved. Therefore, please be sure to review and follow all instructions carefully as missing or incomplete information may result in disqualification or a lower score.

This examination is comprised of the following areas:

- Affirmation Statement (page 1)
- Filing Instructions / General Instructions (page 2)
- Prior State Employment / Conditions of Employment (pages 3 - 4)
- Rating Instructions (page 5)
- Knowledge & Experience Assessment (pages 6 - 11)
- Recruitment Questionnaire (page 12)

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the eligible list / certification list
- Loss of State employment
- Loss of rights to compete in any future state examinations
PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section ONLY if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. IF THIS DOES NOT APPLY TO YOU, please skip this question.

Do you have written permission from the California Department of Human Resources (CalHR) to take this examination?

☐ YES ☐ NO

State Personnel Board, Rule 211 provides that a dismissed state employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

CONDITIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies Statewide according to the conditions you specify on this form.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check “(A) Any” if you are willing to accept any type of employment.

☐ (D) Permanent Full-Time  ☐ (R) Permanent Part-Time  ☐ (K) Limited-Term Full-Time  ☐ (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

LOCATION(S) YOU ARE WILLING TO WORK

☐ 5 ANYWHERE IN THE STATE – If this box is marked, no further selection is necessary

NORTHERN REGION

☐ 0100 – Alameda County
☐ 0200 – Alpine County
☐ 0300 – Amador County
  • Mule Creek State Prison
  • Pine Grove Youth Conservation Camp
☐ 0400 – Butte County
☐ 0500 – Calaveras County
☐ 0600 – Colusa County
☐ 0700 – Contra Costa County
☐ 0800 – Del Norte County
  • Pelican Bay State Prison
☐ 0900 – El Dorado County
☐ 1100 – Glenn County
☐ 1200 – Humboldt County
☐ 1700 – Lake County
☐ 1800 – Lassen County
  • California Correctional Center
  • High Desert State Prison
☐ 2100 – Marin County
  • CSP, San Quentin
☐ 2300 – Mendocino County
☐ 2500 – Modoc County
☐ 2800 – Napa County
☐ 2900 – Nevada County
☐ 3100 – Placer County
☐ 3200 – Plumas County
☐ 3400 – Sacramento County
  • CSP, Sacramento
  • Folsom State Prison
  • Richard A. McGee Correctional Training Center
☐ 3800 – San Francisco County
☐ 3900 – San Joaquin County
  • Deuel Vocational Institute
  • California Health Care Facility
  • O.H. Close YCF
  • N.A. Chaderjian YCF
  • Northern California YCC
☐ 4100 – San Mateo County
☐ 4500 – Shasta County
☐ 4600 – Sierra County
☐ 4700 – Siskiyou County
☐ 4800 – Solano County
  • California Medical Facility
  • CSP, Solano
☐ 4900 – Sonoma County
☐ 5100 – Sutter County
☐ 5200 – Tehama County
☐ 5300 – Trinity County
☐ 5500 – Tuolumne County
  • Sierra Conservation Center
☐ 5700 – Yolo County
☐ 5800 – Yuba County
CENTRAL REGION

☐ 1000 – Fresno County
  • Pleasant Valley State Prison
☐ 1400 – Inyo County
☐ 1500 – Kern County
  • California City Correctional Facility
  • California Correctional Institution
  • Kern Valley State Prison
  • North Kern State Prison
  • Wasco State Prison
☐ 1600 – Kings County
  • Avenal State Prison
  • CSP, Corcoran
  • CA Substance Abuse Treatment Facility
☐ 2000 – Madera County
  • Central California Women’s Facility
  • Valley State Prison
☐ 2200 – Mariposa County
☐ 2400 – Merced County
☐ 2600 – Mono County
☐ 2700 – Monterey County
  • Correctional Training Facility
  • Salinas Valley State Prison
☐ 3500 – San Benito County
☐ 4000 – San Luis Obispo County
  • California Men’s Colony
☐ 4300 – Santa Clara County
☐ 4400 – Santa Cruz County
☐ 5000 – Stanislaus County
☐ 5400 – Tulare County

SOUTHERN REGION

☐ 1300 – Imperial County
  • Calipatria State Prison
  • CSP, Centinela
☐ 1900 – Los Angeles County
  • CSP, Los Angeles County
☐ 3000 – Orange County
☐ 3300 – Riverside County
  • California Rehabilitation Center
  • Chuckawalla Valley State Prison
  • Ironwood State Prison
☐ 3600 – San Bernardino County
  • California Institution for Men
  • California Institution for Women
☐ 3700 – San Diego County
  • RJ Donovan Correctional Facility
☐ 4200 – Santa Barbara County
☐ 5600 – Ventura County
  • Ventura YCF

ADDRESS OR EMPLOYMENT CHANGES

After list release, successful candidates may update any address and/or availability for employment preference information by accessing their CalCareer Account (www.jobs.ca.gov) on the California Department of Human Resources (CalHR) website or by notifying CDCR at the following address:

California Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001
Attn: Certification Unit
RATING INSTRUCTIONS

Rate your knowledge and experience performing specific job-related actions, using the rating scale(s) below.

Respond to each statement, beginning on the following page, by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the two scales provided. Responses may not be changed or added once submitted to the Office of Workforce Planning. Missing responses will result in a lower score.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

**SCALE #1 - KNOWLEDGE RELATED TO PERFORMING THIS ACTION**

**Extensive Knowledge**
I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations and I have instructed others on specific aspects of this knowledge.

**Moderate Knowledge**
I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

**Basic Knowledge**
I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.

**Limited Knowledge**
I have some knowledge of how to perform this task, but I may require additional instruction to apply my knowledge effectively.

**No Knowledge**
I have no knowledge of how to perform this task or what it may entail.

**SCALE #2 - EXPERIENCE RELATED TO PERFORMING THIS ACTION**

**Extensive Experience**
I have more than 4 years of experience in regularly performing this action and I have instructed others on this specific action.

**Moderate Experience**
I have more than 3 years, but less than 4 years of experience performing this action and I can perform it independently.

**Basic Experience**
I have more than 2 years, but less than 3 years of experience performing this action and I have performed it regularly with minimal or no assistance.

**Limited Experience**
I have less than 2 years of experience in performing this action and I may require assistance for successful performance.

**No Experience**
I have never performed this action.
1. Perform individual casework services (counseling, case plan development, re-entry, etc.).

Knowledge related to performing this action
☐ Extensive Knowledge
☐ Moderate Knowledge
☐ Basic Knowledge
☐ Limited Knowledge
☐ No Knowledge

Experience related to performing this action
☐ Extensive Experience
☐ Moderate Experience
☐ Basic Experience
☐ Limited Experience
☐ No Experience

2. Utilize interview techniques to complete assessments (Biopsychosocial/California Youth Assessment Screening Instruments [CA-YASI], re-entry services, etc.).

Knowledge related to performing this action
☐ Extensive Knowledge
☐ Moderate Knowledge
☐ Basic Knowledge
☐ Limited Knowledge
☐ No Knowledge

Experience related to performing this action
☐ Extensive Experience
☐ Moderate Experience
☐ Basic Experience
☐ Limited Experience
☐ No Experience

3. Collaborate with multiple disciplines (probation, mental health, education, etc.) to address youth treatment needs.

Knowledge related to performing this action
☐ Extensive Knowledge
☐ Moderate Knowledge
☐ Basic Knowledge
☐ Limited Knowledge
☐ No Knowledge

Experience related to performing this action
☐ Extensive Experience
☐ Moderate Experience
☐ Basic Experience
☐ Limited Experience
☐ No Experience

4. Develop crisis intervention/casework plans.

Knowledge related to performing this action
☐ Extensive Knowledge
☐ Moderate Knowledge
☐ Basic Knowledge
☐ Limited Knowledge
☐ No Knowledge

Experience related to performing this action
☐ Extensive Experience
☐ Moderate Experience
☐ Basic Experience
☐ Limited Experience
☐ No Experience

5. Develop case plans (behavior, mental health, education, etc.) for youth.

Knowledge related to performing this action
☐ Extensive Knowledge
☐ Moderate Knowledge
☐ Basic Knowledge
☐ Limited Knowledge
☐ No Knowledge

Experience related to performing this action
☐ Extensive Experience
☐ Moderate Experience
☐ Basic Experience
☐ Limited Experience
☐ No Experience
6. Communicate youth progress with stakeholders (parents, staff, youth, probation, etc.).

Knowledge related to performing this action
☐ Extensive Knowledge
☐ Moderate Knowledge
☐ Basic Knowledge
☐ Limited Knowledge
☐ No Knowledge

Experience related to performing this action
☐ Extensive Experience
☐ Moderate Experience
☐ Basic Experience
☐ Limited Experience
☐ No Experience

7. Assign youth to appropriate programs based on their individual treatment needs.

Knowledge related to performing this action
☐ Extensive Knowledge
☐ Moderate Knowledge
☐ Basic Knowledge
☐ Limited Knowledge
☐ No Knowledge

Experience related to performing this action
☐ Extensive Experience
☐ Moderate Experience
☐ Basic Experience
☐ Limited Experience
☐ No Experience

8. Provide information to stakeholders regarding youth treatment and diagnosis.

Knowledge related to performing this action
☐ Extensive Knowledge
☐ Moderate Knowledge
☐ Basic Knowledge
☐ Limited Knowledge
☐ No Knowledge

Experience related to performing this action
☐ Extensive Experience
☐ Moderate Experience
☐ Basic Experience
☐ Limited Experience
☐ No Experience

9. Develop a casework/re-entry plan in collaboration with youth, probation, parole, community services, etc.

Knowledge related to performing this action
☐ Extensive Knowledge
☐ Moderate Knowledge
☐ Basic Knowledge
☐ Limited Knowledge
☐ No Knowledge

Experience related to performing this action
☐ Extensive Experience
☐ Moderate Experience
☐ Basic Experience
☐ Limited Experience
☐ No Experience

10. Complete notifications and registrations for courts, social services, victim services, etc.

Knowledge related to performing this action
☐ Extensive Knowledge
☐ Moderate Knowledge
☐ Basic Knowledge
☐ Limited Knowledge
☐ No Knowledge

Experience related to performing this action
☐ Extensive Experience
☐ Moderate Experience
☐ Basic Experience
☐ Limited Experience
☐ No Experience
11. Facilitate meetings to monitor and discuss youth’s progress.

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12. Review case reports.

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14. Participate on a multi-disciplinary (education, psychology, custody, mental health, etc.) team.

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15. Guide the progress and direction in casework plans.

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16. Prepare clear and concise reports.

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17. Facilitate training for disciplines (mental health, education, custody staff, volunteers, etc.).

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18. Participate in meetings for information sharing.

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19. Develop assessments and casework/re-entry plans.

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20. Collaborate with agencies (probation, mental health, parole, etc.) to develop casework/re-entry plans.

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21. Present case progress to service providers (probation, mental health, parole, etc.).

Knowledge related to performing this action
☐ Extensive Knowledge
☐ Moderate Knowledge
☐ Basic Knowledge
☐ Limited Knowledge
☐ No Knowledge

Experience related to performing this action
☐ Extensive Experience
☐ Moderate Experience
☐ Basic Experience
☐ Limited Experience
☐ No Experience

22. Supervise youth to prevent injury to self and others.

Knowledge related to performing this action
☐ Extensive Knowledge
☐ Moderate Knowledge
☐ Basic Knowledge
☐ Limited Knowledge
☐ No Knowledge

Experience related to performing this action
☐ Extensive Experience
☐ Moderate Experience
☐ Basic Experience
☐ Limited Experience
☐ No Experience

23. Maintain security of working areas and work materials.

Knowledge related to performing this action
☐ Extensive Knowledge
☐ Moderate Knowledge
☐ Basic Knowledge
☐ Limited Knowledge
☐ No Knowledge

Experience related to performing this action
☐ Extensive Experience
☐ Moderate Experience
☐ Basic Experience
☐ Limited Experience
☐ No Experience

24. Identify emergency situations and respond accordingly.

Knowledge related to performing this action
☐ Extensive Knowledge
☐ Moderate Knowledge
☐ Basic Knowledge
☐ Limited Knowledge
☐ No Knowledge

Experience related to performing this action
☐ Extensive Experience
☐ Moderate Experience
☐ Basic Experience
☐ Limited Experience
☐ No Experience

THIS CONCLUDES THE EXAMINATION

REVISION DATE: 6/7/2019 – LB
“THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK”
RECRUITMENT QUESTIONNAIRE

On behalf of the California Department of Corrections and Rehabilitation, we thank you for participating in this examination. To assist us in our recruitment efforts, please tell us how you heard about this examination.

Please check the appropriate box and, where relevant, specify your answer:

☐ Internet (www.cdcr.ca.gov, www.jobs.ca.gov)
☐ Job Fair
☐ Friend/Family Member
☐ Staffing Agency (Spearhead, Manpower)
☐ Career Assistance Centers (e.g., Employment Development Department Career Network, Workforce Center)
☐ State Agency (please specify): __________________________________________________________
☐ Military Base (please specify): __________________________________________________________
☐ Local Union (please specify): __________________________________________________________
☐ Other (please specify): ________________________________________________________________

California Department of Corrections and Rehabilitation

☐ Flyer
☐ Banner
☐ Employee
☐ Exam Bulletin E-Blast
☐ Institution Bulletin Board

Social Media

☐ Facebook
☐ Indeed
☐ Monster

Educational Facility

☐ College
☐ Trade School
☐ School Association
☐ Specialized Training/Certification Program (e.g., Job Corps, Skill Centers, Regional Occupational Programs)
☐ Local Apprenticeship Program

Public Advertisements

☐ Bus
☐ Truck
☐ Billboard
☐ Mobile Ad

Out of State Resource

☐ Arizona
☐ Oregon
☐ Nevada