



**SUPERVISING PSYCHIATRIC SOCIAL WORKER I,  
CORRECTIONAL FACILITY**  
California Department of Corrections and Rehabilitation

**OPEN – CONTINUOUS FILING**

CONTACT  
INFORMATION  
ON THE WEB

[www.cphcs.ca.gov](http://www.cphcs.ca.gov)

[www.ChangingPrisonHealthCare.org](http://www.ChangingPrisonHealthCare.org)

*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.*

**Position Information**

Positions currently exist statewide with the California Department of Corrections and Rehabilitation.

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, plans, organizes, and directs the psychiatric social work program; maintains order and supervises the conduct of inmates; protects and maintains the safety of persons and property; and does other related work.

**Salary and Benefit Information**

Currently, as of October 1, 2016: \$7,323 - \$8,583 per month

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

**Who Can Apply**

All applicants who meet the education and/or experience requirements as stated below may apply.

**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.

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**



**Supervising Psychiatric  
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**Minimum Qualifications (Continued)**

**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 4996.23(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, 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.

**Applicants possessing the required license/certificate at the time of application must show the number, title, and expiration date on their Examination Application (Std. Form 678)**

**Examination Information**

This examination consists 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.



Examination Information (Continued)

TRAINING AND EXPERIENCE ASSESSMENT  
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**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.



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**How to Apply and Test**

Submit a State Application (Std. Form 678) and Training and Experience Assessment (T&E) for this examination either by mail or in person to the address listed below. The Std. Form 678 can be found at [www.jobs.ca.gov](http://www.jobs.ca.gov). The T&E for this examination can be found on our website at <http://www.cphcs.ca.gov/careers.aspx> or a copy can be obtained by calling (916) 691-5894.

By mail:

California Correctional Health  
Care Services  
Examination Services, Bldg. D1  
P.O. Box 588500  
Elk Grove, CA 95758

In person:

California Correctional Health  
Care Services  
8280 Longleaf Drive  
Suite 101 Drop Box  
Elk Grove, CA 95758

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. Do not submit applications to the California Department of Human Resources.

Only applications with an original signature will be accepted.

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

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services' Examination Services at (916) 691-5894 to make specific arrangements.

**Eligible List Information**

The resulting eligible list will be established to fill vacancies within the California Correctional Health Care Services. Names of successful candidates are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retake the T&E to re-establish list eligibility.

**Veteran's Preference and Career Credits**

Veteran's Preference will be awarded in this examination. All persons who successfully pass this examination, who qualify for, and have requested Veteran's Preference will be placed in Rank 1 of the respective eligibility list, regardless of score. Career credits will not be granted in this examination.



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General Information

Applications are available at the State's career website at [jobs.ca.gov](http://jobs.ca.gov), local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. 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) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional 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).

Veteran's Preference: California law allows the granting of Veteran's Preference to any veteran, widow, or widower of a veteran, or spouse of a 100% disabled veteran who achieves a passing score in any Open examination to be ranked in the top rank of the resulting eligibility list. Directions to apply for Veteran's Preference are on the Veteran's Preference Application (CalHR 1093) which is available from Department of Human Resources at <http://jobs.ca.gov/Job/VeteransInformation> and the Department of Veterans Affairs at [www.cdva.ca.gov](http://www.cdva.ca.gov). Veteran's Preference is not granted once a person achieves permanent civil service status.

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 Examination Information, call  
(916) 691-5894 or 1-877-793-4473

California Relay Service for the Deaf or Hearing Impaired:  
1-800-735-2929

This bulletin cancels and supersedes all previously issued bulletins.