

Department of Veterans Affairs  
1227 "O" Street, Room 404  
Sacramento, California 95814

NOTICE OF EXTENSION OF FINAL FILE DATE

4/8/2015

EXAM TITLE: Chief, Domiciliary Services  
SPOT LOCATION: Barstow, Chula Vista, Fresno,  
Redding, West Los Angeles,  
Yountville  
EXAM CODE: 5VA55  
EXTENDED FINAL FILE DATE: **April 22, 2015**

THE ABOVE EXAMINATION TYPE HAS BEEN AMENDED AS FOLLOWS:

Please note: If you have already submitted an application for this examination, you do not need to reapply.



## Chief, Domiciliary Services Examination Announcement

*Open Examination for the Following Location(s): Veterans Homes of California –  
Barstow, Chula Vista, Fresno, Redding, Yountville & West Los Angeles*

Final Filing Date: ~~April 10, 2015~~ **April 22, 2015**

Salary: \$3,652.00 - \$4,571.00

### EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

### DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state 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.

### WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated may apply for this examination. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

### FILING INSTRUCTIONS

Applicants may apply via mail or hand deliver the application to the Human Resources Division at the address listed below. Applications (STD. 678) are available at CalHR's website [www.jobs.ca.gov](http://www.jobs.ca.gov).

California Department of Veterans Affairs (CalVet)  
Attn: Aimee Uhler  
1227 O Street, Room 404  
Sacramento, CA 95814

**Submit applications only to the address indicated above. Do not submit to the California Department of Human Resources (CalHR).**

Applications (STD. Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice after the final filing date will not be accepted.

NOTE: Only applications with original signature will be accepted. Facsimiles (FAX) or emailed applications will not be accepted under any circumstances.

### SPECIAL TESTING ARRANGEMENTS

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

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin by the final filing date. Your signature on your application indicates that you have read, understood, and possess the qualifications required.

**NOTE:** Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable).

**Applications/resumes received without this information may be rejected.**

## MINIMUM QUALIFICATIONS

### Either I

Three years of experience in the California state service working in the Domiciliary Section of the Veterans Home and Medical Center as a section leader; or Two years of experience in the California state service working as a professional counselor in the Veterans Home and Medical Center.

### Or II

Experience: Three years of experience performing counseling and administrative duties in a community-based organization working with the aged. (Two years of graduate work in psychology, sociology, or a closely related field may be substituted for one year of the required experience.) And

Education: Equivalent to graduation from college with major work in psychology, sociology, or a closely related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## POSITION DESCRIPTION

Under general direction, to plan, organize, and supervise residential living at the Veterans Home; to assure the effective utilization of living quarters and space; to provide counseling and guidance for Home members with difficult adjustment and disciplinary problems; and to do other work as required.

## ELIGIBLE LIST INFORMATION

Eligibility expires after 12 months unless the needs of the services and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies at the Veterans Homes in Barstow, Chula Vista, Fresno, Redding, Yountville and West Los Angeles.

## EXAMINATION INFORMATION

This examination may consist of **either**:

- a) A qualifications appraisal oral interview weighted 100.00%, **or**
- b) An evaluation of each candidate's experience and education indicated on his/her application weighted 100.00%.

If interviews are conducted, the interview will include a number of predetermined job-related questions. If interviews are conducted, they may be conducted in person or by video conference. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. If an experience and education evaluation is utilized, a minimum rating of 70.00% must be attained in the evaluation process. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate takes special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

## KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS

### Knowledge of:

1. Group leadership principles and techniques
2. Principles of caring for and rehabilitating geriatric patients
3. Basic therapeutic techniques utilized with geriatric patients
4. Physical and psychological problems of geriatric residents
5. Methods of rehabilitating persons with alcohol-related illnesses
6. Principles of organizing group living for large numbers of people
7. Principles of supervision

### Ability to:

1. Plan, organize, and direct the living arrangements and social interaction of geriatric residents
2. Interpret and explain the Veterans Home Domiciliary Program to residents, applicants for Home membership, staff, and members of the community
3. Supervise the work of a large staff of section leaders and member helpers
4. Establish and maintain cooperative relationships with those contacted during the course of work
5. Arouse and sustain the interest
6. Recommend and take appropriate action on a variety of health programs, project activities, staffing and budgetary processes
7. Supervise staff
8. Manage a health program
9. Evaluate projects, and analyze complex problems and take appropriate action
10. Effectively contribute to the Department's Equal Employment Program objectives

## VETERANS' PREFERENCE

Veterans' preference credits will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested, these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

### IMPORTANT CHANGES – EFFECTIVE JANUARY 1, 2014

[Assembly Bill 372](#), signed into law by Governor Brown on August 12, 2013, changes the way the Veterans Preference process is administered by the State of California. **Veterans' Preference will be awarded as follows, starting on January 1, 2014:**

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance 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 veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans Preference is not granted once a person achieves permanent civil service status.

### HOW TO APPLY FOR VETERANS' PREFERENCE

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and on the Application for Veterans Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at [www.calvet.ca.gov](http://www.calvet.ca.gov).

## CONTACT INFORMATION

For additional information regarding this examination, please contact the Department of Veterans Affairs (CalVet) Examination Unit at (916) 653-2535.

## DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification: [Chief, Domiciliary Services](#)

## GENERAL INFORMATION

The Department of Veterans Affairs (CalVet) reserves the right to revise the examination plan to better the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**It is the candidate's responsibility for an examination without a written feature** to contact the Department of Veterans Affairs (CalVet) three weeks after the final filing date if he/she has not received any notification.

**It is the candidate's responsibility for an examination with a written feature** to contact the Department of Veterans Affairs (CalVet) six weeks after the final filing date if he/she has not received any notification.

**If a candidate's notice** of oral interview fails to reach him/her 3 days prior to their scheduled appointment date due to a verified postal error, he/she will be rescheduled upon written request. It is the candidate's responsibility to contact the CalVet at (916) 653-2535.

**Examination Locations:** Locations of interviews may be limited or extended as conditions warrant.

**Examination Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), CalHR State Jobs Center, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

**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 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.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

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

**Eligible Lists:** Eligible lists established by 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. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at [www.spb.ca.gov](http://www.spb.ca.gov).

**If High School Equivalence is Required:** Equivalence to completion of the 12th 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 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; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis. **NOTE: For peace officer classifications please refer to the testing department for special requirements.**

**College Education:** The qualifications meeting the requirement "Equivalent to graduation from college" means satisfaction of the requirements for the bachelor's degree from an accredited, recognized institution of higher education. This means the applicant must show receipt of a bachelor's degree. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent.

**TTD** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTD Device. California Relay Service (Telephone) for the deaf or hearing impaired. From TDD phones: 1-800- 735-2929 or from voice phone: 1-800-735-2922.

**Department of Veterans Affairs (CalVet), Examination, 1227 O Street, Room 404, Sacramento, CA 95814**  
Phone: (916) 653-2535 Website: [www.calvet.ca.gov](http://www.calvet.ca.gov)