



Education Research and Evaluation Assistant/Consultant

General Instructions

Thank you for your interest in California State civil service employment. The State of California is an Equal Employment Opportunity employer. The Education Research and Evaluation Assistant/Consultant examination will consist of the attached Qualifications Assessment Questionnaire (QAQ) that will be used to evaluate your experience, education, and training in providing consultation and assistance to educational research, assessment, and evaluation policy issues.

The QAQ is the examination and will account for 100% of your score. It is important that you fill out the QAQ completely. Questions without a response will not be scored. Your responses should be an accurate reflection of your experience, education, and training.

In order to apply for this examination, you must submit an examination application package. Missing information may delay the processing of your examination.

The following documents comprise the examination application package for the Education Research and Evaluation Assistant/Consultant examination:

- Examination/Employment Application (STD. 678): <https://jobs.ca.gov/pdf/std678.pdf>
- Qualifications Assessment Questionnaire and signed Affirmation Statement
- Evidence of completion of required education (e.g. transcript or diploma)

PLEASE SUBMIT YOUR COMPLETED EXAMINATION APPLICATION PACKAGE TO:

California Department of Education
Examination and Recruitment Office
1430 N Street, Suite 1802
Sacramento, CA 95814
916-319-0857

Upon receipt of your completed examination application package, documents become confidential information and are the property of the California Department of Education, Examination and Recruitment Office. Please notify this office if you have a change of address.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

All information provided on the state employment application and QAQ is subject to verification at any time during the examination process and/or hiring process.

Anyone who misrepresents their experience, education, and/or training may be subject to one or more of the following actions:

- Removal from the examination process
- Removal from the certification list
- Loss of State employment
- Loss of rights to compete in any future State examinations

Education Research and Evaluation Assistant and/or Consultant Qualifications Assessment Series Examination

Please indicate which examination(s) you are applying for by selecting the appropriate box:

- Education Research and Evaluation Assistant
- Education Research and Evaluation Consultant
- Education Research and Evaluation Assistant and Consultant

Section I - Minimum Requirements

Items in this section request information about your minimum qualifications, and will be used to determine appointment eligibility. Please answer the following questions by selecting the applicable box for the classification you are testing for.

Education Research and Evaluation Assistant

Education Requirements

1. Do you have an earned master's or doctorate degree?

Yes No

Experience Requirements

1. Do you have two years of experience in an educational or behavioral science setting which shall have included independent or major shared responsibility for conducting educational research or evaluation studies, or educational assessment development or implementation activities, including extensive technical involvement, at either:
- a. A school district, or county, State, or Federal education agency; or
 - b. A college or university, with faculty responsibility; or
 - c. A research institution

Yes No

Education Research and Evaluation Consultant

Education Requirements

1. Do you have an earned master's or doctorate degree?

Yes No

Experience Requirements

1. Do you have one year of experience in California state service performing professional educational research, evaluation or assessment duties at a level of responsibility equivalent to that obtained in the class of Education Research and Evaluation Assistant, Range B?
- Yes No
2. Do you have three years of experience in an educational or behavioral science setting which shall have included independent or major shared responsibility for conducting educational research or evaluation studies, or educational assessment development or implementation activities, including extensive technical involvement, at either:
- a. A school district, or county, State, or Federal education agency; or
 - b. A college or university, with faculty responsibility; or
 - c. A research institution

Yes No

Section II - Task Experience

Education Research and Evaluation Consultant/Assistant

Using the rating scale(s) provided below, you will rate your frequency, length of experience, and proficiency performing specific job-related tasks by marking one option for each of the three categories provided.

In responding to each statement, you may refer to your formal education and work experience whether paid or not. Items without a response will not be scored.

Frequency: Select the box that corresponds to how often you performed the task.

- Daily: I have performed this task on a daily basis.
- Weekly: I have performed this task at least once a week.
- Monthly/Quarterly/Annually: I have performed this task once a month, or every three months, or once a year.
- Never: I have no experience or have not performed this task.

Length of Experience: Select the box that corresponds to the length of experience you have in performing the task.

- More than 3 years
- One to three years of experience
- Up to one year of experience
- No experience performing this task

Proficiency Level: Select the box that best describes your proficiency level for the task.

- Extensive: I have extensive education, training and/or experience performing this task and would be considered an expert in this area.
- Moderate: I have moderate education, training, and/or experience performing this task and could effectively perform this task.
- Limited: I have limited education, training, and/or experience performing this task and would require assistance.
- None: I have no education, training, or experience performing this task.

All candidates respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the Frequency, Length of Experience, and Proficiency categories.

Education Research and Evaluation Assistant candidates' complete items 1-13.

Education Research and Evaluation Consultant candidates' complete items 1-21.

1. Utilize software packages (e.g., Statistical Analysis System (SAS), Statistical Package for the Social Sciences (SPSS), Structured Query Language Server (SQL), Visual Basic.net (VB.net), Microsoft Access, etc.) to verify, process, analyze, and interpret educational data, including assessment and accountability data.

Frequency:

- Daily
 Weekly
 Monthly/Quarterly/Annually
 Never

Proficiency:

- Extensive
 Moderate
 Limited
 None

Length of Experience:

- More than three years of experience
 One to three years of experience
 Up to one year of experience
 No experience performing this task

2. Apply various statistical techniques (e.g., descriptive statistics, significance tests, regression analysis, time-series analysis, etc.) to large data sets.

Frequency:

- Daily
 Weekly
 Monthly/Quarterly/Annually
 Never

Proficiency:

- Extensive
 Moderate
 Limited
 None

Length of Experience:

- More than three years of experience
 One to three years of experience
 Up to one year of experience
 No experience performing this task

3. Synthesize and evaluate large amounts of qualitative and/or quantitative data.

Frequency:

- Daily
 Weekly
 Monthly/Quarterly/Annually
 Never

Proficiency:

- Extensive
 Moderate
 Limited
 None

Length of Experience:

- More than three years of experience
 One to three years of experience
 Up to one year of experience
 No experience performing this task

4. Select or evaluate design and methodology for research studies to evaluate the effectiveness of educational programs.

Frequency:

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

Proficiency:

- Extensive
- Moderate
- Limited
- None

Length of Experience:

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

5. Examine and evaluate assessment and/or accountability results to ensure data is complete and accurate.

Frequency:

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

Proficiency:

- Extensive
- Moderate
- Limited
- None

Length of Experience:

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

6. Analyze and interpret proposed legislation and/or regulations related to educational programs.

Frequency:

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

Proficiency:

- Extensive
- Moderate
- Limited
- None

Length of Experience:

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

7. Prepare informational documents regarding federal and state legislation designed to assist the public in understanding educational programs.

Frequency:

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

Proficiency:

- Extensive
- Moderate
- Limited
- None

Length of Experience:

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

8. Review and update educational documents to provide program guidance to stakeholders.

Frequency:

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

Proficiency:

- Extensive
- Moderate
- Limited
- None

Length of Experience:

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

9. Provide technical assistance regarding data analysis, reporting, and data use.

Frequency:

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

Proficiency:

- Extensive
- Moderate
- Limited
- None

Length of Experience:

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

10. Prepare issue papers and reports concerning findings on statewide trends, promising practices, and unintended consequences.

Frequency:

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

Proficiency:

- Extensive
- Moderate
- Limited
- None

Length of Experience:

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

11. Review, investigate, and respond to written and oral requests for information.

Frequency:

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

Proficiency:

- Extensive
- Moderate
- Limited
- None

Length of Experience:

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

12. Prepare summaries of data for a variety of audiences in a clear and concise format.

Frequency:

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

Proficiency:

- Extensive
- Moderate
- Limited
- None

Length of Experience:

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

13. Develop and deliver presentations at workshops, conferences, and/or meetings.

Frequency:

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

Proficiency:

- Extensive
- Moderate
- Limited
- None

Length of Experience:

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

EDUCATION RESEARCH AND EVALUATION ASSISTANT CANDIDATES STOP HERE. TURN TO PAGE 12 TO CONTINUE THE EXAMINATION IN SECTION III.

Education Research and Evaluation Consultant Candidates Only

14. Design and conduct research and evaluation studies for a variety of educational programs.

Frequency:

- Daily
 Weekly
 Monthly/Quarterly/Annually
 Never

Proficiency:

- Extensive
 Moderate
 Limited
 None

Length of Experience:

- More than three years of experience
 One to three years of experience
 Up to one year of experience
 No experience performing this task

15. Develop proposals and select methodological techniques for research studies to evaluate the effectiveness of educational programs.

Frequency:

- Daily
 Weekly
 Monthly/Quarterly/Annually
 Never

Proficiency:

- Extensive
 Moderate
 Limited
 None

Length of Experience:

- More than three years of experience
 One to three years of experience
 Up to one year of experience
 No experience performing this task

16. Research and evaluate current education issues to identify strengths and weaknesses of educational programs.

Frequency:

- Daily
 Weekly
 Monthly/Quarterly/Annually
 Never

Proficiency:

- Extensive
 Moderate
 Limited
 None

Length of Experience:

- More than three years of experience
 One to three years of experience
 Up to one year of experience
 No experience performing this task

17. Evaluate proposals from various stakeholders to determine impact on educational programs.

Frequency:

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

Proficiency:

- Extensive
- Moderate
- Limited
- None

Length of Experience:

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

18. Develop educational documents to provide program guidance to stakeholders.

Frequency:

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

Proficiency:

- Extensive
- Moderate
- Limited
- None

Length of Experience:

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

19. Train stakeholders in data analysis and reporting.

Frequency:

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

Proficiency:

- Extensive
- Moderate
- Limited
- None

Length of Experience:

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

20. Oversee the work of educational research contractors.

Frequency:

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

Proficiency:

- Extensive
- Moderate
- Limited
- None

Length of Experience:

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

21. Prepare regulations and/or policies related to educational programs.

Frequency:

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

Proficiency:

- Extensive
- Moderate
- Limited
- None

Length of Experience:

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

22. Prepare research briefs to clarify and/or resolve issues related to educational data.

Frequency:

- Daily
- Weekly
- Monthly/Quarterly/Annually
- Never

Proficiency:

- Extensive
- Moderate
- Limited
- None

Length of Experience:

- More than three years of experience
- One to three years of experience
- Up to one year of experience
- No experience performing this task

Section III - Knowledge Assessment

Education Research and Evaluation Consultant/Assistant

Using the rating scale provided below, rate your level of knowledge in accordance with your experience. In responding to each statement you may refer to your work experience, internship, or volunteer work. Items without a response will not be scored.

Definition of Levels:

- **Extensive:** I possess an expert level of knowledge and have used it to instruct others on specific aspects of this knowledge.
- **Moderate:** I have sufficient knowledge and have applied it to an actual task
- **Limited:** I have some knowledge but require additional instruction in order to apply my knowledge effectively.
- **None:** I do not possess knowledge in this area.

All candidates respond to the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option.

Education Research and Evaluation Assistant candidates' complete items 1-5.

Education Research and Evaluation Consultant candidates' complete items 1-10.

1. Principles, practices, and trends in public elementary, secondary, and postsecondary education.

Level of Knowledge:

- Extensive
- Moderate
- Limited
- None

2. Current theory and trends in educational research, research methods, and in statistical analyses utilized in the behavioral sciences.

Level of Knowledge:

- Extensive
- Moderate
- Limited
- None

3. Current theory and trends in education policy development.

Level of Knowledge:

- Extensive
- Moderate
- Limited
- None

4. Current theory and trends in qualitative and quantitative program evaluation, design, and methodology.

Level of Knowledge:

- Extensive
 Moderate
 Limited
 None

5. Current theory, issues, and approaches to the development and implementation of educational assessment.

Level of Knowledge:

- Extensive
 Moderate
 Limited
 None

EDUCATION RESEARCH AND EVALUATION ASSISTANT CANDIDATES STOP HERE. TURN TO PAGE 14 TO CONTINUE THE EXAMINATION IN SECTION IV.

Education Research and Evaluation Consultant Candidates Only

6. California public and private school systems.

Level of Knowledge:

- Extensive
 Moderate
 Limited
 None

7. School administrative practices.

Level of Knowledge:

- Extensive
 Moderate
 Limited
 None

8. The functions of schools, districts, and county offices of education.

Level of Knowledge:

- Extensive
 Moderate
 Limited
 None

9. Federal and state education laws.

Level of Knowledge:

- Extensive
- Moderate
- Limited
- None

10. California Department of Education's policies and regulations.

Level of Knowledge:

- Extensive
- Moderate
- Limited
- None

Section IV - Degrees

Please indicate your specific education by selecting the corresponding box and complete the corresponding major, subject(s), type, or title and provide proof by submitting copies of transcripts or diplomas.

Master's Degree

Major:

Doctorate

Major:

Other

Type/Major:

Affirmation Statement

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

- a. The department or a designated appointing power may refuse to examine, or after examination may refuse to declare as eligible, or may withhold or withdraw from an eligible list, before the appointment, anyone who meets any of the following criteria:
 1. Lacks any of the requirements for the examination or position for which he or she applied.
 2. Has been dismissed from any position for any cause that would be a cause for dismissal from state service.
 3. Has resigned from any position not in good standing in order to avoid dismissal.
 4. Has misrepresented himself or herself in the application or examination process, including permitting another person to complete or attempt to complete a portion of the examination on his or her behalf.
 5. Has been found to be unsuited or not qualified for employment pursuant to rule.
- b. The remedies provided in this section are not exclusive and shall not prevent the board, department, or appointing power from taking additional actions pursuant to Chapter 10 (commencing with Section 19680).

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If it is discovered that I have made any false representations after being appointed to a position, I may have adverse action taken against me, which could result in dismissal.

Signature: _____

Date: _____

Name (Printed): _____

Home Phone Number: _____

Work Phone Number: _____