



## Education Research and Evaluation Administrator I

### 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 Administrator I examination will consist of the attached Qualifications Assessment Questionnaire (QAQ) that will be used to evaluate your experience, education, and training staff who provide consultation and assistance to educational agencies related 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 Administrator I 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

## Section I - Minimum Qualifications

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.

### Education Requirement

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

Yes No

2. Do you have an earned doctorate degree?

Yes No

### Experience Requirement

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 Consultant?

Yes No

2. Do you have two years 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

3. Do you have three years of administrative, supervisory, or equivalent staff level 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

### Instructions

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.

**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.**

1. Coordinate the collaboration of staff to compile, review, and validate information prior to public release to ensure its validity and accuracy.

**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. Direct the examination and evaluation of assessment and accountability results to ensure data and information presented in reports 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

3. Evaluate proposals (i.e., budget initiatives, legislation, etc.) to determine impact on local educational agencies.

**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. Direct the research and evaluation of current education assessment and accountability issues to identify strengths and weaknesses of a program and make program recommendations.

**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. Oversee the preparation of informational documents regarding federal and state legislation designed to assist educators, the media, and 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

6. Prepare written and oral responses to requests for technical policy information from management, local educational agency coordinators, the media, control agencies, and other interested parties.

**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. Supervise the monitoring and coordination of data transfers between test contractors and other agencies to ensure best practices and comply with state and federal requirements.

**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. Direct the development of regulations, policies, and procedures to clarify and direct the implementation of state and federal laws and initiatives.

**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. Supervise the analysis and interpretation of state and federal statutes regarding program evaluation, assessment and accountability and report on implications to management.

**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. Establish and maintain collaborative working relationships with local educational agencies that provide essential 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

11. Oversee the application of various statistical techniques to large data sets, such as cross-sectional and longitudinal data utilizing statewide achievement, demographic, graduation, and enrollment data files.

**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. Direct the evaluation and monitoring of internal and external assessment, accountability, and demographic data requests to ensure compliance with state and federal laws and regulations.

**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. Direct the formulation and implementation of evaluation and research strategies.

**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

14. Report evaluation, demographic, assessment and accountability data in understandable formats to a variety of audiences (i.e., students, school districts, educational entities, etc.).

**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. Plan, coordinate, and assign work to staff in order to accomplish objectives consistent with departmental goals.

**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. Document employee performance and complete disciplinary actions when necessary.

**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. Provide oversight and direction to staff to ensure uniformity of products and services.

**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. Conduct meetings with staff to communicate information, recognize accomplishments and achievements necessary for job performance and to discuss and resolve issues pertinent to the work unit.

**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. Facilitate the hiring process by recruiting, conducting interviews, and selecting personnel.

**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. Coordinate with management to ensure sufficient resources are available to maximize the effectiveness of the unit to accomplish program goals and objectives.

**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

### Instructions

Using the rating scale(s) provided below, you will 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.

**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.**

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

6. California public and private school systems.

**Level of Knowledge:**

- Extensive
- Moderate
- Limited
- None

7. School administrative practices to facilitate a common understanding and a collaborative relationship between local educational agencies.

**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

11. Principles of employee development, training, and supervision.

**Level of Knowledge:**

- Extensive
- Moderate
- Limited
- None

12. Department of Education's mission, goals, programs, and policies.

**Level of Knowledge:**

- Extensive
- Moderate
- Limited
- None

13. A Supervisor's role in the Equal Employment Opportunity programs and the processes available to meet the objectives of these programs.

**Level of Knowledge:**

- Extensive
- Moderate
- Limited
- None

## Section IV - Degrees & Credentials

Please indicate your specific education and/or current credential by selecting the corresponding box and complete the corresponding major, subject(s), type, or title. Check all that apply and provide proof by submitting copies of transcripts or diplomas, credentials, and registrations/certifications.

Bachelor's Degree Major:

Master's Degree Major:

Doctorate Degree 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: \_\_\_\_\_