

# Education Research and Evaluation Assistant/Consultant Series Examination

**Departmental Open Exam**

**Exam ID: 2ED3B/2ED4B**

**Department(s):** Department of Education

**Bulletin Release Date:** 03/07/12

**Final Filing Date:** Continuous
Exam administration cut off dates:

* 1st Quarter – March 15, 2019
* 2nd Quarter – June 20, 2019
* 3rd Quarter – September 16, 2019
* 4th Quarter – December 16, 2019

**Salary:** Monthly Ranged Salary:

Education Researchand Evaluation Assistant:

* Range A: $5,049.00 to $6,317.00
* Range B: $6,096.00 to $7,630.00

Education Research and Evaluation Consultant:

* $6,699.00 to $8,385.00

**Employment Type:**

* Permanent Full-time
* Permanent Part-time
* Permanent Intermittent
* Limited Term Full-time
* Limited Term Part-time
* Limited Term Intermittent

**Exam Type:** Spot Exam

**Location(s):** Sacramento County

## Introduction

Applications are accepted on a continuous basis and will be processed quarterly. Applications must be received in this office prior to the cut-off date. Applications received after the cut-off date will be placed in the next quarterly administration.

## Who Should Apply

Candidates who meet the minimum qualifications as stated below may apply for this examination by the cut-off date. Once you have list eligibility, you may not reapply for twelve (12) months from your eligibility date. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Candidates that are unsuccessful in the exam must wait 6 months from the testing date before reapplying to take the exam.

## Filing Instructions

To apply for this examination, you must submit a complete examination package. The following documents comprise a complete application package.

* Completed Examination/Employment Application (STD. 678)
* Qualifications Assessment Questionnaire and signed Affirmation Statement
* Evidence of completion of required education/credential/license/certificate (copies are acceptable)

**NOTE: Application packages submitted without all of these documents will be rejected.**

To obtain copies of the Examination/Employment Application, the Qualifications Assessment Questionnaire, Affirmation Statement, and Conditions of Employment form go to the California Department of Education Exam Bulletin web page at: <http://www.cde.ca.gov/re/di/jb/ssoexam.asp>.

Applications received after the cut-off date, personally delivered or received via interoffice mail after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. Dates printed on Mobile Bar Codes, such as Quick Response (QR) Codes available at the United States Postal Service are not considered Postmark dates for the purpose of determining timely filing of an application. Faxed or emailed applications will not be accepted. The examination title must be indicated on the application.

**File by mail or in person:**

**California Department of Education
Selection Services Office
1430 N Street, Room 1802
Sacramento, CA 95814-5901**

## Special Testing Arrangements

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination / Employment Application form. You will be contacted to make specific arrangements.

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY device. Users may contact the California Relay Service TTY line at 1-800-735-2929, voice line at 1-800-735-2922 or 7-1-1(TTY and voice).

## Minimum Qualifications

### Education Research and Evaluation Assistant

### Credential Requirements:

Possession of an earned master’s or doctorate degree.

**AND**

### Experience Requirements:

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in California state service applied toward the general experience pattern must include the same number of years of qualifying experience as required in the promotional pattern performing the duties of a class with a level of responsibility equivalent to that described in the promotional experience pattern.

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:

1. A school district, or county, State, or Federal education agency: or
2. A college or university, with faculty responsibility; or
3. A research institution

### Education Research and Evaluation Consultant

### Credential Requirements:

Possession of an earned master’s or doctorate degree.

**AND**

### Experience Requirements:

#### Either I

One year of experience in the 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.

#### Or II

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:

1. A school district, or county, State, or Federal education agency: or
2. A college or university, with faculty responsibility; or
3. A research institution

## Position Description

The **Education Research and Evaluation Assistant** is the entry and first journey level in this series. Incumbents typically work under the general supervision of an Administrator to provide department staff and local school officials with consultative and technical evaluative services in less sensitive or complex areas of the program. Incumbents may also work under the lead of a Consultant.

The **Education Research and Evaluation Consultant** is the full journey level in this series responsible for the more complex nonsupervisory assignments. Incumbents typically work under direction of an Administrator I or higher level position performing sensitive and complex education research and evaluation assignments with broad impact. Consultants may also function as a team leader for large or complex projects or as a lead over Assistant level staff, other professional entry or first journey level staff, or lower level technical and support staff.

## Examination Scope

This examination will consist of a Qualification Assessment Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

In addition to evaluating applicants’ relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and experience, emphasis will be on measuring competitively, relative job demands, and each applicant’s:

### Knowledge of:

1. The principles, practices, and trends in public elementary, secondary, and postsecondary education.
2. Current theory and trends in educational research and in statistical analysis methodologies utilized in the behavioral sciences.
3. Current theory and trends in education policy development.
4. Current theory and trends in qualitative and quantitative evaluation design and methodology.
5. Current theory, issues, and approaches to the development and implementation of educational assessment.

***EDUCATION RESEARCH AND EVALUATION CONSULTANT candidates; This knowledge is in addition to the above:***

1. The California public and private school system.
2. School administrative practices.
3. The functions of the California Department of Education.
4. The functions of schools, districts, and county offices of education.
5. Federal and State education laws.
6. The Department of Education’s rules and regulations.

### Ability to:

1. Exercise creativity in the conduct of educational research, evaluation, or assessment activities.
2. Maintain current knowledge in educational research issues.
3. Apply current educational policy to research, evaluation, and assessment activities.
4. Select and apply appropriate statistical measurements to a variety of educational data and draw inferences.
5. Present ideas clearly, concisely, and persuasively both verbally and in writing.
6. Analyze situations accurately and take effective action.
7. Effectively interpret and explain research, evaluation, and assessment information to a variety of audiences.
8. Work collegially to accomplish cooperative projects.
9. Exercise tact, resourcefulness, and judgment with all groups contacted in the work.

***EDUCATION RESEARCH AND EVALUATION CONSULTANT candidates; These abilities are in addition to the above:***

1. Assume leadership and exercise creativity in the design, conduct, and administration of educational research, evaluation, and assessment activities.
2. Interpret educational policy.
3. Develop well-informed policy recommendations.

## Special Requirements

Willingness to travel throughout the State.

## Disclaimer

Review the official California State Personnel Board class specifications at: <https://calcareers.ca.gov/CalHRPublic/Tools/ClassSalarySearch.aspx>.

## Eligible List Information

A Departmental Open spot eligible list will be established for the California Department of Education in Sacramento County. The names of successful competitors will be merged onto the list in order of final scores regardless of date. Competitor’s eligibility will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Applicants must then retake the examination to reestablish eligibility.

## Veterans’ Preference

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. (See “General Information” on this bulletin for additional information and direction on how to apply for Veterans’ Preference).

## Career Credits

Career Credits will not be added to the final score of this examination.

## Requirements for Admittance to the Examination

NOTE: All applicants must meet the education and/or experience requirements for this examination at the time the application is submitted. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications received without this information will be rejected. Your signature on your application indicates that the information provided is true and complete to the best of your knowledge.

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 possessing 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 requirements.

## Selection Plan

This examination will consist of an evaluation of each candidate’s Qualification Assessment Questionnaire. For this reason it is important that each candidate accurately and completely fill out his or her application package as instructed.

Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut- off (final filing) date will be publicized to ensure that applicants have adequate time to complete and submit an application.

**NOTE:** 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 take 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 application. 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.

## Contact Information

For more information regarding this examination, please contact the exam analyst at 916-319-0857.

## Equal Opportunity Employer

The California Department of Education strives to maintain a diverse workforce and be 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.

## 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.

## General Information

For an examination without a written feature, it is the candidate's responsibility to contact the testing department three weeks after the final filing date if he/she has not received his/her notice.

SDT. 678 applications are available at <http://www.jobs.ca.gov/>, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the testing department on this job bulletin, and through your CalCareer account <https://www.jobs.ca.gov/CalHRPublic/CreateNewAccount.aspx>.

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.

The testing department 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 revision will be in accordance with civil service laws and rules and all competitors will be notified.

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 the 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, or 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.

## Veterans’ Preference

1. Effective January 1, 2014, in accordance with Government Codes Section 18973.1, and 18973.5, Veterans’ Preference will be awarded as follows: 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 veterans’ 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) verifies veteran status. Directions to apply for Veterans’ Preference are on the Veterans’ Preference Application (CalHR Form 1093) at <https://www.calcareers.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>. Information is also available at the Department of Veterans Affairs.