



CATHOLIC CHAPLAIN

Final Filing Date: Continuous

OPEN - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION
SPOT EXAMINATION FOR:

SEE ATTACHED LISTING

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination is: **January – December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to one of the address(es) indicated on the attached listing of Local Testing Offices. You must submit a separate application to each testing office of your choice. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.
NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Each testing office will accept applications continuously and will notify and test applicants as needs warrant.

All applicants must meet the education and/or experience requirements for this examination at the time he/she files his/her application.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

SALARY RANGE(S) As of: **MAY 15, 2009**

\$3,894 - \$4,867 Per Month

MINIMUM QUALIFICATIONS

Either I

Ordained priest, duly accredited by and in good standing with the Roman Catholic Church, and approved by the Bishop of the diocese in which the institution is located.

Or II

A lay person or ordained deacon, with demonstrated pastoral competence, duly accredited for pastoral ministry by a nationally recognized Roman Catholic chaplain certification institution; and approved by the Bishop of the diocese in which the institution is located.

Note: Applicants must submit a letter of good standing with the Roman Catholic Church by the Bishop of the Archdiocese/Diocese in which the institution is located. A letter from the "Vicar Clergy" of the diocese in which the institution is located is acceptable in the absence of a letter from the Bishop.

Special Personal Characteristics: Insight into the factors involved in the development of behavior problems, including mental disorders; demonstrated aptitude for working effectively with the socially abnormal; interest in the welfare and spiritual needs of institution residents; emotional stability; adaptability; firmness; patience; self-control; tact; neat personal appearance; pleasant and wholesome personality; good judgment in moral, ethical, and religious matters.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. Factors involved in the development of behavior problems, including mental disorders and the principles of mental hygiene
2. Purposes of mental and correctional institutions
3. Methods of rehabilitation

B. Ability to:

1. Organize, prepare, and conduct Roman Catholic religious services and courses on ethics, religion, and sacred music
2. Counsel institution residents and their families on moral and ethical problems
3. Establish rapport with institution residents

**EXAMINATION
PLAN
Continued**

4. Analyze situation accurately and adopt an effective course of action
5. Use spiritual assessment, planning, intervention, and evaluation in the clinical setting
6. Understand and help others discover meaning in the experiences of suffering grief and loss
7. Understand the ways in which psycho-social dynamics and cultural/ethnic differences affect pastoral care practices
8. Provide intensive and extensive pastoral care to persons in various life situations and crisis circumstances
9. Integrate pastoral theology with pastoral practices
10. Assist and support others in the application of their own values in decision making
11. Communicate effectively through active listening and responding

If conditions warrant, this examination may consist solely of 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 to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

**ELIGIBLE LIST
INFORMATION**

A separate eligible list will be established to fill vacancies for the institutions on the attached listing. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires **12 months** after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

**POSITION
DESCRIPTION AND
LOCATION(S)**

A **Catholic Chaplain**, under direction, gives spiritual and moral guidance to State institution residents; celebrates Mass; administers the sacraments and conducts other Roman Catholic religious rites as needed by institution residents; organizes and instructs classes in Roman Catholic religion, ethics, and sacred music; cooperates with other staff members in carrying out the institution treatment program; supervises the arranging of programs conducted in the institution by visiting religious and allied groups; assists in problems involving welfare agencies where family help is needed; visits the sick; works with residents in their group and club activities; counsels families on problems involved in rehabilitation; explains and interprets the institution's religious program to community groups; serves, when designated, as a member or consultant to the institution classification committee; and does other related work as required.

Position(s) exist with the institution(s) listed on the attached listing with the Department of Corrections and Rehabilitation.

**SPECIAL TESTING
ARRANGEMENTS**

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

**VETERANS POINTS/
CAREER CREDITS**

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The Department of Corrections and Rehabilitation 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.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

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 and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

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 CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

**CATHOLIC CHAPLAIN/9916/8CEAN
EXAMINATION INFORMATION CONTINUED**

**Bulletin Release Date: 12/4/2008
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AVENAL STATE PRISON
P.O. BOX 8
#1 Kings Way
Avenal, CA 93204
(559) 386-0587 EXT. 5082
TDD: (800) 735-2922

CALIFORNIA STATE PRISON, LOS ANGELES
COUNTY
Attn: Personnel Office
44750 60th Street West
Lancaster, CA 93536-7620
(661) 729-2000 EXT. 5229
TDD: (800) 735-2922

DEUEL VOCATIONAL INSTITUTION
P.O. BOX 400
23500 Kasson Road
Tracy, CA 95378-0400
(209) 835-4141 EXT. 5635
TDD: (800) 735-2922

CALIFORNIA CORRECTIONAL CENTER
P.O. BOX 790
711-045 Center Road
Susanville, CA 96127-0001
(530) 257-2181 EXT. 4397
(800) 735-2922
TDD: (800) 735-2922

CALIFORNIA STATE PRISON, SACRAMENTO
P.O. BOX 290010
Represa, CA 95671-0010
(916) 985-8610 EXT. 5336
TDD: (800) 735-2922

FOLSOM STATE PRISON
P.O. BOX 71
300 Prison Road
Represa, CA 95671
(916) 985-2561 EXT. 4785
TDD: (800) 735-2922

**(PLEASE NOTE: HIGH DESERT STATE
PRISON ADMINISTERS DELEGATED
EXAMINATIONS FOR CALIFORNIA
CORRECTIONAL CENTER)**

CALIFORNIA CORRECTIONAL INSTITUTION
P.O. BOX 1031
24900 Highway 202
Tehachapi, CA 93581
(661) 822-4402 EXT. 4223
TDD: (800) 735-2922

CALIFORNIA STATE PRISON, SAN QUENTIN
San Quentin, CA 94964-1086
(415) 454-1460 EXT. 5021
TDD: (800) 735-2922

HIGH DESERT STATE PRISON
P.O. BOX 270220
Susanville, CA 96127-0220
475-750 Rice Canyon Road
Susanville, CA 96130
(530) 251-5100 EXT. 5634
TDD: (800) 735-2922
**(PLEASE NOTE: THIS INSTITUTION
ADMINISTERS DELEGATED EXAMINATIONS
FOR CALIFORNIA CORRECTIONAL CENTER)**

CALIFORNIA INSTITUTION FOR MEN
P.O. BOX 128
14901 Central Avenue
Chino, CA 91710
(909) 597-1821 EXT. 4440
TDD: (800) 735-2922

CALIFORNIA STATE PRISON, SOLANO
P.O. BOX 4000
2100 Peabody Road
Vacaville, CA 95696-4000
(707) 451-0182 EXT. 5557
TDD: (800) 735-2922

IRONWOOD STATE PRISON
P.O. Box 2229
19005 Wiley's Well Road
Blythe, CA 92226
(760) 921-3000 EXT. 5403
TDD: (800) 735-2922

CALIFORNIA INSTITUTION FOR WOMEN
P.O. Box 6000
Corona, CA 92878-6000
16756 Chino-Corona Road
Corona, CA 92880-9508
(909) 597-1771 EXT. 5530
TDD: (800) 735-2922

CALIPATRIA STATE PRISON
P.O. BOX 5001
7018 Blair Road
Calipatria, CA 92233
(760) 348-7000 EXT. 5229
TDD: (800) 735-2922

KERN VALLEY STATE PRISON
P.O. Box 6000
3000 West Cecil Avenue
Delano, CA 93216
(661) 721-9488 EXT. 5606
TDD: (800) 735-2922

CALIFORNIA MEDICAL FACILITY
P.O. Box 2000
1600 California Drive
Vacaville, CA 95696-2000
(707) 453-7082
TDD: (800) 735-2922

CENTINELA STATE PRISON
P.O. BOX 731
2302 Brown Road
Imperial, CA 92251
(760) 337-7900 EXT. 5218
TDD: (800) 735-2922

MULE CREEK STATE PRISON
P.O. Box 409099
4001 Highway 104
Ione, CA 95640
(209) 274-4911 EXT. 5261
TDD: (800) 735-2922

CALIFORNIA MEN'S COLONY
P.O. Box 8101
Highway 1
San Luis Obispo, CA 93409-8101
(805) 547-7900 EXT. 7943
TDD: (800) 735-2922

CENTRAL CALIFORNIA WOMEN'S FACILITY
P.O. BOX 1501
23370 Road 22
Chowchilla, CA 93610-1501
(559) 665-5531 EXT. 5041
TDD: (800) 735-2922

NORTH KERN STATE PRISON
P.O. Box 5007
2737 West Cecil Avenue
Delano, CA 93216-5007
(661) 721-2345 EXT. 5325
TDD: (800) 735-2922

CALIFORNIA REHABILITATION CENTER
P.O. BOX 1841
5th and Western
Norco, CA 92860
(951) 273-2945
TDD: (800) 735-2922

CHUCKAWALLA VALLEY STATE PRISON
P.O. BOX 2289
Blythe, CA 92226
19025 Wiley's Well Road
Blythe, CA 92225
(760) 922-5300 EXT. 5202
TDD: (800) 735-2922

PELICAN BAY STATE PRISON
P.O. BOX 7200
5905 Lake Earl Drive
Crescent City, CA 95532-7200
(707) 465-9028
TDD: (800) 735-2922

CALIFORNIA STATE PRISON, CORCORAN
P.O. BOX 8800
4001 King Avenue
Corcoran, CA 93212-8309
(559) 992-8800 EXT. 5009
TDD: (800) 735-2922

CORRECTIONAL TRAINING FACILITY
P.O. BOX 686
Highway 101 North
Soledad, CA 93960-0686
(831) 678-3951 EXT. 4570
TDD: (800) 735-2922

PLEASANT VALLEY STATE PRISON
P.O. BOX 8506
24863 West Jayne Avenue
Coalinga, CA 93210-1135
(559) 935-4966
TDD: (800) 735-2922

RICHARD J. DONOVAN CORRECTIONAL
FACILITY
480 Alta Road
San Diego, CA 92179
(619) 661- 7868
TDD: (800) 735-2922

SALINAS VALLEY STATE PRISON
P.O. BOX 1020
31625 Highway 101
Soledad, CA 93960
(831) 678-5500 EXT. 5584
TDD: (800) 735-2922

SIERRA CONSERVATION CENTER
P.O. BOX 497
5100 O'Byrnes Ferry Road
Jamestown, CA 95327
(209) 984-5291 EXT. 5137
TDD: (800) 735-2922

SUBSTANCE ABUSE TREATMENT FACILITY
& STATE PRISON at CORCORAN
P.O. BOX 7100
900 Quebec Avenue
Corcoran, CA 93212-7100
(559) 992-7100 EXT. 5646
TDD: (800) 735-2922

VALLEY STATE PRISON FOR WOMEN
P.O. BOX 99
21633 Avenue 24
Chowchilla, CA 93610-0099
(559) 665-6100 EXT. 5603
TDD: (800) 735-2922

WASCO STATE PRISON
RECEPTION CENTER
P.O. BOX 8800
701 Scofield Avenue
Wasco, CA 93280-8800
(661) 758-8400 EXT. 5192
TDD: (800) 735-2922

**CATHOLIC CHAPLAIN/9916/8CEAN
EXAMINATION INFORMATION CONTINUED**

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HEMAN G. STARK YOUTH CORRECTIONAL
FACILITY
15180 Euclid Avenue
Chino, CA 91710
(900) 606-5023

N.A. CHADERJIAN YOUTH CORRECTIONAL
FACILITY
P.O Box 213014
Stockton, CA 95213-9014
(209) 944-6181

NORTHERN CALIFORNIA YOUTH
CORRECTIONAL CENTER
P.O. Box 213004
Stockton, CA 95213-9004
(209) 944-6181

O.H. CLOSE YOUTH CORRECTIONAL
FACILITY
P.O Box 213001
Stockton, CA 95213-9001
(209) 944-6181

PINE GROVE CONSERVATION CAMP
13630 Aqueduct-Volcano Rd
Pine Grove, CA 95665
(209) 296-7581

PRESTON YOUTH
CORRECTIONAL FACILITY
201 Waterman
Ione, CA 95640
(209) 274-8283

SOUTHERN YOUTH CORRECTIONAL
RECEPTION CENTER AND CLINIC
13200 South Bloomfield
Norwalk, CA 90650
(562) 868-9979 EXT. 2381

VENTURA YOUTH CORRECTIONAL FACILITY
3100 Wright RD
Camarillo, CA 93010
(805) 278-3724