

SUPERVISOR OF VOCATIONAL INSTRUCTION

Final Filing Date: CONTINUOUS



OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER The State of California is 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.

EXAMINATION BASE DEPARTMENTAL FOR:
CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR for this classification in the past 12 months. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678) **and** Qualifications Assessment

By mail to:
Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

or

In person at:
Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Office of Workforce Planning, 101N
(916) 322-2545

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday to the street address listed above.

The Qualifications Assessment for Supervisor of Vocational Instruction examination is available from the CDCR website at:

http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Education/SA/SupofVocInstrQA-O-C.pdf, or in person at the address listed above.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE To learn more about examination date(s), contact the Office of Workforce Planning. CDCR reserves the right to modify the examination dates as needs warrant.

SALARY RANGE(S) As of: July 29, 2016
\$6,473 - \$8,511

MINIMUM QUALIFICATIONS Possession of a valid regular or provisional credential from among the following issued by the Commission for Teacher Preparation and Licensing:

1. General Administration Credential (Standard Administration Credential). **or**
2. Secondary School Administration Credential (Standard Administration Credential). **or**
3. Secondary School Supervision Credential (Standard Supervision Credential). **or**
4. Special Secondary Vocational Class A Credential with Supervision Authorization in Trade and Industrial and Public Service Education. (Applicants holding this credential must have completed ten semester hours of professional course work pertaining to the organization, supervision, and legal aspects of vocational education, coordination, and school and community relations. These ten semester hours are in addition to the 28 semester hours required for the full-time basic teaching credential and shall be offered by the Division of Vocational Education, located at the University of California, Berkeley and Los Angeles.) **or**
5. Special Secondary Vocational Class B with Supervision Authorization in Trade and Industrial and Public Service Education. **or**
6. Secondary School Administration Credential in Trade and Industrial Education. **or**
7. Standard Supervision Credential in Trade and Technical and Industrial Education. (Applicants who do not possess the required credential will be admitted to the examination, but must secure the credential before they will be considered eligible for appointment.) **and**

Experience: Two years of administrative, supervisory, or teaching experience in an organized vocational training program.

**MINIMUM
QUALIFICATIONS
(CONTINUED)**

Special Personal Characteristics: Willingness to work in a State correctional facility, tact, patience, and neat personal appearance.

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess 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 requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

**EXAMINATION
PLAN**

INTERVIEWS WILL NOT BE HELD. This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

Qualifications Assessment -- Weighted 100.00%

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

A. Knowledge of:

1. Principles, methods, and procedures of vocational school organization and administration.
2. Modern teacher training procedures and vocational teaching methods in a correctional school.
3. Purposes and organization of State correctional agencies.
4. Principles and techniques of educational and vocational guidance and counseling.
5. Causes, extent and treatment of crime and delinquency.
6. Principles and techniques of clinical and child psychology and sociology.
7. Principles of effective supervision.
8. Department's Equal Employment Opportunity program objectives.
9. A manager's role in the Equal Employment Opportunity program and the processes available to meet equal employment objectives.

B. Ability to:

1. Plan, organize, and direct the work of others.
2. Plan, coordinate and supervise the vocational instruction program of a correctional institution.
3. Develop and maintain vocational curricula adapted to the needs of inmates in a correctional school or institution.
4. Administer and interpret standard psychological, educational, and aptitude tests.
5. Keep records and prepare reports.
6. Exercise fair but firm discipline.
7. Analyze situations and data accurately and take effective action.
8. Effectively contribute to the Department's Equal Employment Opportunity program objectives.

The Job Analysis for the **Supervisor of Vocational Instruction** is available on the CDCR website at: http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Analysis/index.html

**ELIGIBLE LIST
INFORMATION**

The resulting eligible list will be established to fill vacancies for CDCR. Names of successful candidates are merged onto the list in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of service and conditions of the list warrant a change in this period.

**POSITION
DESCRIPTION AND
LOCATION(S)**

A **Supervisor of Vocational Instruction**, under direction in a State correctional facility in CDCR, plans, organizes and supervises vocational instruction at the facility; maintains order and supervises the conduct of inmates, protects and maintains the safety of persons and property; and does other related work.

Position(s) exist statewide with CDCR.

**VETERANS'
PREFERENCE/
CAREER CREDITS**

Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at CDCR's offices, California Department of Human Resources (CalHR) offices and local offices of the Employment Development Department, and online at <https://jobs.ca.gov/pdf/std678.pdf>.

Veterans' Preference: California law allows the granting of Veterans' Preference in any **Open** examination. In accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in a an open 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) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>. Additional information can also be found at the California Department of Veterans Affairs at www.calvet.ca.gov/veteran-services-benefits/employment.

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.

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.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

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
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS