



SUPERVISOR OF CORRECTIONAL EDUCATION PROGRAMS

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 the Supervisor of Correctional Education Programs examination is available from the CDCR website at:

http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Education/SA/SCEPQA-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 Office of Workforce Planning. CDCR reserves the right to modify the examination dates as needs warrant.

SALARY RANGE(S)

As of: July 29, 2016

\$7,108 - \$9,348

MINIMUM QUALIFICATIONS

Possession of a valid standard administration credential; or a credential or life diploma of equivalent authorization issued under authority of the Commission on Teacher Preparation and Licensing. (Applicants who do not possess a required credential will be admitted to the examination, but must secure one of the required credentials before they will be considered eligible for appointment.) and

Either I

One year of experience in the California state service performing duties comparable to those of a Supervisor of Academic Instruction, Supervisor of Academic Instruction (Correctional Facility), or a Supervisor of Vocational Instruction.

Or II

Two years of teaching experience in an elementary, secondary or higher school system, and two years of experience as a supervisor or an administrator in a school system.

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

MINIMUM QUALIFICATIONS (CONTINUED)

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 school organization and administration and ability to apply them to the educational program of a correctional institution.
2. Modern teaching theory and practice.
3. Problems involved in teaching students in correctional institution school programs.
4. Academic and vocational subjects and their place and value in a rehabilitative educational program.
5. Federal education grants and procedures.
6. Principles and techniques of educational and vocational counseling.
7. Attitudes, problems, and behavior of persons under restraint.
8. Modern principles and practices of correctional administration.
9. Principles of effective supervision.
10. Methods of budget preparation and the purchasing of supplies and equipment.
11. Department's Equal Employment Opportunity objectives.
12. A manager's role in the Equal Employment Opportunity program and the processes available to meet the Department's Equal Employment Opportunity objectives.

B. Ability to:

1. Plan, coordinate, and supervise the academic and vocational programs in a State correctional institution.
2. Develop and maintain courses of study adapted to the needs of prison inmates and youthful offenders.
3. Interest and secure the cooperation of State and local agencies in academic and vocational training programs.
4. Administer and interpret standard psychological, educational, and aptitude tests.
5. Maintain fair and firm discipline.
6. Secure the respect and cooperation of officials and students.
7. Analyze situations and data accurately and take effective action.
8. Effectively contribute to the Department's Equal Employment Opportunity objectives.

The Job Analysis for the Supervisor of Correctional Education Programs 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(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 **Supervisor of Correctional Education Programs**, under general direction in a State correctional facility in CDCR, either (1) to plan, organize, and administer the education program in the facility, or (2) to administer specialized education programs for several State correctional schools or institutions on a regional basis; to maintain order and supervise the conduct of inmates, youthful offenders, residents, or patients; to protect and maintain the safety of persons and property; and to do other related work.

Positions 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 offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online. Start by creating a CalCareer account at www.jobs.ca.gov. With an account, you can take state civil service examinations, store different versions of your application, apply for vacancies at 150 departments, track your application status and save your resume all in one place.

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 an open examination, shall be ranked in the top

**GENERAL INFORMATION
(CONTINUED)**

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 changed. 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