



CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

OPEN STATEWIDE EXAMINATION CORRECTIONAL OFFICER YOUTH CORRECTIONAL OFFICER YOUTH CORRECTIONAL COUNSELOR

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER: The California Department of Corrections and Rehabilitation offers equal opportunity to ALL regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.

THE POSITIONS

- A **Correctional Officer (CO)** is an entry-level peace officer responsible for protecting the public, staff, and inmates in a correctional institution environment; enforce State and Federal laws while providing service to the public by confining and supervising convicted felons.
- Institutions operate 24 hours a day, 365 days per year.
- A **Youth Correctional Officer (YCO)** is an entry level peace officer and is responsible and accountable for the security, custody, and supervision of youthful offenders in their daily living and activity programs.
- A **Youth Correctional Counselor (YCC)** is an entry level peace officer under supervision in a Juvenile Justice Division facility (institution, camp, drug treatment center or special community program), is responsible and accountable for the counseling, supervision and custody of an assigned group of youthful offenders in their daily living and activity programs.
- Positions are located at each of the Juvenile Justice Division facilities statewide.

Visit our department web site at www.cdcr.ca.gov for more information.

SPECIAL PERSONAL CHARACTERISTICS

- **Correctional Officer:** Emotional maturity and stability; objective understanding of persons in custody; satisfactory record as a law-abiding citizen; sobriety; demonstrated leadership ability; honesty; integrity; tact; good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to work day, evening, or night shifts, weekends, and holidays, and to report for duty at any time emergencies arise; must have integrity, dependability, good judgment, and the ability to work cooperatively with others; must be physically and mentally able to perform the essential functions of the position.
- **Youth Correctional Officer and Youth Correctional Counselor:** Emotional maturity and stability; demonstrated leadership ability; empathetic and objective understanding of the problems of youthful offenders in custody; honesty; integrity; tact; patience; high moral standards; neat personal appearance; keenness of observation; continuing satisfactory record as a law abiding citizen; willingness to work impartially with and accept the various racial, ethnic, and cultural differences of the youthful offenders in custody; punctuality and willingness to work various shifts, including weekends and holidays and to report for duty at any time emergencies arise; sound physical, mental and emotional condition; strength, endurance, and agility necessary to meet the demands of the job; visual acuity sufficient to meet the demands of the job (for specific vision requirements see "Special Physical Characteristics"); and hearing sufficient to meet the demands of the job.

MINIMUM REQUIREMENTS

CORRECTIONAL OFFICER & YOUTH CORRECTIONAL OFFICER

- **Education:** Equivalent to completion of the twelfth grade.
Demonstrated by: (1) possession of a high school diploma issued by a U.S. institution; (2) passing the California High School Proficiency test; (3) passing the General Education Development (GED) test meeting California high school graduation standards; or (4) possession of a college degree (Associate of Arts or higher) from an accredited college or university.

YOUTH CORRECTIONAL COUNSELOR

- **PATTERN I: Experience:** One year of experience in California State service performing the duties of a peace officer and maintaining the security, custody, and supervision of adult or youthful offenders in a correctional facility. **OR**
- **PATTERN II: Education:** Equivalent to graduation from an accredited four year college or university. (Registration as a senior in an accredited college or university will admit applicants to the examination, but applicants must produce evidence of graduation or its equivalent before they can be considered eligible for appointment). **OR**
- **PATTERN III: Education:** Equivalent to completion of two years (60 semester units) of college from an accredited institution. **AND**
- **PATTERN III: Experience:** Two years of experience working with youth in one or a combination of the following (two years is equivalent to 4,160 hours):
 1. Youth Correctional Agency
 2. Parole or Probation Department
 3. Family, Children or Youth Guidance Center
 4. Juvenile Bureau of Law Enforcement
 5. Education or Recreation Agency
 6. Mental Health Facility

IMPORTANT: Accreditation referred to in this Section, shall be from an accrediting association recognized by the Secretary of the United States Department of Education.

NOTE: Any accreditation or approval shall be from a state or local government educational agency using local or state government approved accreditation, licensing, registration, or other approval standards, a regional accrediting association holding full membership in the National Council for Private School Accreditation (NCPSA), an organization holding full membership in the Commission on International and Trans-Regional Accreditation (CITA), an organization holding full membership in the Council for American Private Education (CAPE), or an accrediting association recognized by the National Federation of Nonpublic School State Accrediting Associations (NFNSSAA).

CITIZENSHIP REQUIREMENTS: Existing law provides that in order to be appointed to a peace officer position, a person **must** either be a U.S. citizen or a permanent resident alien who is eligible for **and** has applied for citizenship at the time of application. Denial of an application for citizenship shall result in disqualification from or termination of employment.

ADDITIONAL REQUIREMENTS

- At least 20½ years of age at time of application and 21 years of age at the time of appointment.
- Hearing sufficient to perform the essential functions of the job; uncorrected visual acuity of 20/60 or better in each eye and correctable to 20/20 in each eye (Uncorrected visual acuity worse than 20/60 may be accommodated with the use of soft contact lenses; and the ability to pass an acceptable color vision test)
- Good physical health; strength; endurance and agility; sound mental and emotional condition and free from any physical or mental condition that would interfere with the full performance of the duties.
- History of law-abiding behavior.
- Legally eligible to own, possess and have custody/control of any firearm or other weapon authorized by the CDCR.

SALARIES

- **Salary During Basic Academy (all three classifications)**
\$3,050 per month
- **Correctional Officer (After Academy)**
\$3,774 - \$6,144 per month
- **Youth Correctional Officer**
\$3,774 - \$6,144 per month
- **Youth Correctional Counselor**
\$4,142 - \$6,743 per month

An additional \$175 per month will be paid to persons accepting positions at the Correctional Training Facility, Salinas Valley State Prison, and California State Prison, San Quentin. An additional \$2,400 will be paid to persons accepting positions at Avenal, Calipatria, Centinela, Chuckawalla Valley, and Ironwood State Prisons 30 days after the completion of every 12 consecutive qualifying pay periods, depending on the availability of funds.

Salary rates paid beyond \$3,774 (COYCO) or \$4,142 (YCC) are dependent upon time-in-grade, completion of the apprenticeship program and job performance. Detailed salary information will be provided after application or can be obtained at www.cdcr.ca.gov.

HOW TO APPLY

To apply you **must** submit your application via the Internet. Applications submitted by mail will **NOT** be accepted. Applicants will complete their application and respond to questions regarding their ability to meet the minimum qualifications. **Applications will only be accepted on March 4-5, 2009.**

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA, also has Internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705.

You may apply on the Internet at:

<https://exams.spb.ca.gov/exams/coyco> or http://www.cdcr.ca.gov/Career_Opportunities/POR/IndexIE.html click on the Apply Now button.

THE SELECTION PROCESS

PLEASE NOTE THAT IF YOU DO NOT APPEAR OR ARE DISQUALIFIED FROM ANY OF THE SELECTION COMPONENTS YOU MAY NOT REAPPLY FOR 12 MONTHS FROM THE DATE YOU DID NOT APPEAR OR WERE DISQUALIFIED.

Written Test Waiver - Candidates who have taken and passed the Department's written test for CO/YCO/YCC since January 2007 will **NOT** be required to retake the written test for this examination cycle. Written test waivers expire upon implementation of a new written test for CO/YCO/YCC.

For details on each of the selection components please, please select this link when viewing the exam bulletin online or go to http://www.cdcr.ca.gov/Career_Opportunities/POR/Selection.html.

Candidates must be successful in each of the examinations and selection components listed to be eligible for a CO, YCO, or YCC appointment. Valid photo identification is required for admittance into the examination. Failure to complete any of the required forms or failure to appear for the scheduled components will result in elimination from the examination. All information submitted for consideration at every phase of the selection process must be accurate, complete and truthful and will be subject to verification. Any inaccuracy and/or omission may be considered intentional and may be cause for elimination from the examination and/or subsequent certification list.

- SCORING CATEGORY WORKSHEET (SCW) (WEIGHTED 100%)
- WRITTEN TEST (PASS/FAIL)
- VISION SCREENING (PASS/FAIL)
- PHYSICAL ABILITIES TEST (PAT) (PASS/FAIL)
- BACKGROUND INVESTIGATION (PASS/FAIL)
- PEACE OFFICER PSYCHOLOGICAL EVALUATION (POPE) (PASS/FAIL)
- PRE-EMPLOYMENT MEDICAL EXAMINATION (PEM) (PASS/FAIL)

PLACEMENT ON THE ELIGIBILITY LIST

Candidates who pass the SCW and written test are placed on the eligible list. Candidates who are selected for appointment are given a conditional offer of employment, contingent upon successful completion of the remaining selection components. Candidates are encouraged to visit CDCR's web site at www.cdcr.ca.gov for more detailed information regarding these selection components.

ASSIGNMENT PROCESS

- Applicants who receive conditional job offers and who have successfully completed all selection components will be assigned to institutions based on departmental needs. **NOTE:** If you are contacted for an assignment and you do not reply or are unwilling to accept the assignment, you will be charged a waiver.
- After three such waivers, your name will be permanently removed from the employment list.

Basic Correctional Officer Academy (BCOA) and Basic Correctional Juvenile Academy (BCJA)

- Candidates receiving and accepting assignments as COs, YCOs and YCCs must complete a 16-week, comprehensive training program at either BCOA (COs) or BCJA (YCOs & YCCs) located in Galt, a suburb of Sacramento.
- Candidates are encouraged to refresh/develop their analytical, writing and memory retention skills; maintain their physical fitness; and take a **weapons course, prior to reporting to the BCOA or BCJA.
- Upon successful completion of the BCOA or BCJA, COs, YCOs and YCCs report directly to their assigned institution/facility.
- Failure to pass the BCOA or BCJA will result in rejection from the CO, YCO or YCC classification.

****YCOs and YCCs do not participate in weapons training.**

VETERANS PREFERENCE CREDITS will be granted on the OPEN employment list established from this examination. Veteran status is verified by the State Personnel Board (SPB). To obtain veterans preference, submit an Application for Veterans Preference for California State Civil Service Examinations, form SPB-1093 (6/00), directly to the SPB. The SPB 1093 (6/00) forms are available from the SPB (the form may be accessed on-line at www.spb.ca.gov) and the Department of Veterans Affairs. Additionally, candidates may pick up an SPB 1093 (6/00) form when they appear for the written test. Once veterans' preference eligibility is verified, individuals will receive a letter from the SPB. Each candidate is required to mail this letter to the Selection Center where he/she took the written test. Candidates must submit this letter within six months of their written test date to obtain veterans preference credits. Veterans preference credits are added as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Employees who have gained permanent State civil service status are not eligible to receive veteran's preference credits. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive veteran's preference credits.

TESTING PERIOD: The testing period for these examinations is 12 months from the date you are disqualified from any selection component. Once you have been disqualified, you may not reapply for 12 months. You may file for these examinations 12 months from the date you have been disqualified.

ELIGIBLE LIST INFORMATION: Names of successful competitors are merged into the list in order of the score received in the examination. List eligibility expires two years after it is established.

THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION reserves the right to revise the examination plan to better meet the needs of the Department 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.

FELONY DISQUALIFICATION: You are disqualified from being employed as a peace officer if: (1) You have been convicted of a felony in California or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in California; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): (1) Has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; (2) has/have been expunged or is/are expunge able pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

TDY is a telecommunications device used by the hearing impaired and may be reached by calling TDY at (800) 735-2929 or voice phone at (800) 735-2922.

DRUG FREE WORKPLACE: It is the objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of drugs is inconsistent with the law of the State, the rules governing State civil service, and the special trust placed in public servants.