



**FIELD REPRESENTATIVE,
BOARD OF CORRECTIONS
(Now known as Corrections Standards Authority)
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: SACRAMENTO

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 Examination Application (Std. Form 678)

By mail with: **or** **In person with:**
Department of Corrections and Rehabilitation **Department of Corrections and Rehabilitation**
Office of Selection Services **Office of Selection Services**
P.O. Box 942883 **1515 "S" Street, Room 522-N**
Sacramento, CA 94283-0001 **Sacramento, CA 95814**
(916) 322-2545 **(916) 322-2545**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Selection Services.

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 Information will be provided to accepted applicants by letter.

SALARY RANGE(S) As of: June 2, 2008
\$7,900 - \$9,602

MINIMUM QUALIFICATIONS **Education:** Equivalent to graduation from college. Additional qualifying experience may be substituted for the education on a year-for-year basis.) **and**

License: Possession of a valid driver's license. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to the appointment. **and**

Either I

Experience: One year of experience in the California state service performing custodial or correction casework duties of a class comparable in level of responsibility to a Correctional Counselor III; Parole Agent III, Adult Parole; Parole Agent III, Youth Authority; or Community Services Consultant.

Or II

Experience: Three years of progressively responsible corrections or law enforcement supervisory, management, consultative or equivalent staff experience above first-line supervisory level in a local corrections or probation agency or a State or Federal corrections system. This experience must include at least at least two years in program development, program planning or research, program monitoring, manpower utilization, jail inspections, training, or equivalent consultative experience.

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.

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

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.**

**EXAMINATION
PLAN
(CONTINUED)**

Qualifications Appraisal - Weighted 100.00%

Scope: In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. Purposes, activities, and policies of the Corrections Standards Authority (formerly known as the Board of Corrections)
2. Modern principles and practices in penal administration and criminology
3. Psychology and attitudes, problems, behavior and methods of rehabilitation of inmates, wards or probationers
4. Supervisory techniques and methods of maintaining discipline, both of staff personnel and inmates/wards
5. Principles and methods used in the custody, control and adjustment of antisocial persons
6. Training principles and methods as applied to corrections' personnel
7. Principles of personnel, program and project management, budgeting, selection, and supervision as applied to corrections
8. Architectural practice as it relates to correctional institutions
9. Interviewing techniques
10. Laws and regulations governing State and/or local correctional institutions

B. Ability to:

1. Function effectively as a consultant, facilitator, and mediator
2. Formulate programs for the safe custody, discipline, and welfare of inmates/wards
3. Interpret and apply provisions of laws and rules governing program operations
4. Coordinate the custodial functions with the care and treatment program
5. Establish and maintain cooperative working relations with officials, staff members, public agencies, and professional groups
6. Communicate effectively
7. Analyze situations and take effective action
8. Analyze and react positively to sensitive issues
9. Plan, organize, and direct the work of others
10. Read and interpret architectural drawing
11. Prepare clear and concise reports

**ELIGIBLE LIST
INFORMATION**

The resulting eligible list will be established to fill vacancies with the Department of Corrections and Rehabilitation in Sacramento. Names of successful candidates are merged into the list 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 warrant a change in this period.

**POSITION
DESCRIPTION AND
LOCATION(S)**

A Field Representative, Corrections Standards Authority (formerly known as the Board of Corrections), under general direction, plans, organizes, directs, and conducts inspections, investigations, and complex surveys of local detention facilities for compliance with minimum standards; administers jail construction and grant programs; review architectural drawings and specifications; participates in local detention planning processes; plans and directs organizational and management reviews; consults, counsels, advises, and assists local corrections; decision makers and educational officials in the planning, development, and administration of training programs that conform to statewide standards; and does other related work.

Position(s) exist in Sacramento 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 not be granted in this examination since it does not qualify as an entrance examination under the law. 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.

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.

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
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS