**CATHOLIC CHAPLAIN**  
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.

**NOTE:** Candidates may test for this classification once in a 12-month period.

**HOW TO APPLY**

Submit Examination Application (Std. Form 678)

**By mail to:**  
Department of Corrections and Rehabilitation  
Office of Workforce Planning  
P.O. Box 942883  
Sacramento, CA 94283-0001

**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, 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 street address listed above.

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

**APPLICATION DEADLINE/REQUIREMENTS**

Applications will be accepted on a continuous basis and applicants will be tested as needed.

All applicants must meet the minimum qualifications for this examination at the time he/she files his/her application.

**TEST DATE**

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

**SALARY RANGE(S)**

As of: July 25, 2018.

$4,809 - $6,313

**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 which will include a number of predetermined job-related questions, weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in each part of the examination. CANDIDATES WHO DO NOT APPEAR FOR EITHER PHASE OF THE EXAMINATION WILL BE DISQUALIFIED.

**Qualifications Appraisal – Weighted 100%**

**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.
EXAMINATION PLAN (CONTINUOUS)

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.
4. Analyze situations 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 merit, 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.

The Job Analysis identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the Catholic Chaplain is available on the CDCR website at: [http://www.cdc.ca.gov/Career_Opportunities/HR/OPS/Exams/Analysis/index.html](http://www.cdc.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 may be abolished after 24 months of establishment, with no further notice to the eligible. For future examinations, visit [https://www.jobs.ca.gov](https://www.jobs.ca.gov).

POSITION DESCRIPTION AND LOCATION(S)

A Catholic Chaplain, under direction, gives spiritual and moral guidance to State institution residents; interviews and counsels inmates or youthful offenders on ethical and moral problems and spiritual matters; 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 with families on problems involved in rehabilitation; explains and interprets the institution's religious program to community groups; serves, when designated, as a member of or consultant to the institution classification committee; and performs other related work.

Position(s) exists in CDCR institution(s) throughout California.

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, California Department of Human Resources (CalHR), and Employment Development Department offices. To create a CalCareer account and obtain an application, visit [https://www.jobs.ca.gov](https://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 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/CalHRPublic/Landing/Veterans.aspx](https://jobs.ca.gov/CalHRPublic/Landing/Veterans.aspx). Additional information can also be found at the California Department of Veterans Affairs at [www.calvet.ca.gov/veteran-services-benefits/employment](http://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.

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

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 INFORMATION
(CONTINUED)

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.cdc.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

Catholic Chaplain/JWA
Rev. 7/25/18