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 94283
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

Currently ordained, duly accredited by, and in good standing with a nationally recognized Protestant denomination. and

Education: Equivalent to graduation from college with a minimum of 12 semester units in counseling, psychology or a related field. and

Either one or a combination of the following:

1. Completion of twelve months or four quarters of full-time resident clinical pastoral education certified by the Association for Clinical Pastoral Education, or

2. Completion of the equivalent of two years of full-time supervised clinical or field training in pastoral care, social work, psychology, counseling and guidance, or other related fields.

(Full-time graduate study, beyond graduation from college if in counseling, psychology, or a related field may be substituted for a maximum of six months of the clinical pastoral education or one year of the supervised clinical or field training on the basis of one year of graduate study for three months of clinical pastoral education or one year of graduate study for six months of supervised clinical or field training.) and

Experience: Two years of experience following ordination in one or a combination of the following:

1. As a chaplain in the armed services, or in a public or private institution. or

2. As either a minister or assistant minister of a church, or as a missionary. or

3. As an ordained minister, in a specialized field, such as church and community, counseling, guidance or education.

Special Personal Characteristics: Demonstrated aptitude for working effectively with the socially abnormal; interest in the welfare and spiritual needs of institution residents; emotional stability; firmness; patience; self-control; tact; neat personal appearance; good judgment in moral, ethical, and religious matters.

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.
MINIMUM QUALIFICATIONS (CONTINUED)

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.

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. When education and/or specific course work is required, provide a copy of unofficial transcripts along with your application.

NOTE: Applications will be evaluated based on each candidate's experience and education compared to the class specification. It is especially important that each candidate take special care to accurately complete their application (e.g., list all experience relevant to the "Minimum Qualifications" shown on this announcement, include to and from dates employed, separate each position held, and explain in detail your work experience).

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.

Qualifications Appraisal -- Weighted 100.00%

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

A. Knowledge of:
1. Human development, particularly of aberrant behavior and the elements of emotional maturity.
2. Purposes of mental and correctional institutions.

B. Ability to:
1. Provide Protestant religious services and instruction in ethics, religion, and sacred music.
2. Counsel institution residents and their families on moral and ethical problems.
3. Establish rapport with institution residents from a variety of denominational backgrounds.
4. Analyze situations accurately and adopt an effective course of action.

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 jobs duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the Protestant Chaplain 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 may be abolished after 24 months of establishment, with no further notice to the eligible. For future examinations, visit https://www.jobs.ca.gov.

POSITION DESCRIPTION AND LOCATION(S)

A Protestant Chaplain, under direction, provides spiritual and moral guidance to State institution residents; conducts Protestant religious services; provides pastoral care; gives instruction; interviews and counsels youthful or adult offenders on ethical and moral problems and spiritual matters; prepares and conducts Protestant religious services, and administers the Sacraments and other Protestant religious rites as needed by institution residents; organizes and instructs classes in Protestant 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 programs to community groups; serves, when designated, as a member of or consultant to the institution classification committee.

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. 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. 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.

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.

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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

Protestant Chaplain/JWA
Rev. 7/31/2018