



## NATIVE AMERICAN SPIRITUAL LEADER

Department of Corrections and Rehabilitation

Departmental Open Examination  
Examination Code: 5CEBN  
Final Filing Date: Continuous

### EQUAL 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 of 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.

### TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR)

### CLASSIFICATION DETAILS

#### Salary Range:

\$4,905.00 – 6,439.00 per month

View the [classification specification](#) for the Native American Spiritual Leader classification.

### WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

Once you have taken the examination, you may not retake it for twelve (12) months.

### HOW TO APPLY

All applicants must complete and submit an [Examination Application \(STD. 678\)](#)

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, 211S**

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, excluding holidays, on or before the cut-off date to the street address listed above.

Completed applications and all required documents must be received or postmarked by the cut-off date in order to be considered. If an application is received after the cut-off date with a late or missing postmark, the application is considered late and will be included in the next cut-off date for processing. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application.

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

### SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on your Examination Application (STD. 678) and you will be contacted to make specific arrangements. You may also contact the Office of Workforce Planning at (916) 322-2545.

### **APPLICATION DEADLINES/REQUIREMENTS**

All applicants must meet the minimum qualifications for this examination by the cut-off date.

### **TEST DATE**

Applications will be accepted on a continuous.

#### **Cut-off dates for processing will be:**

August 3, 2020	November 2, 2020	February 1, 2021	May 3, 2021
September 1, 2020	December 1, 2020	March 1, 2021	June 1, 2021
October 1, 2020	January 4, 2021	April 1, 2021	July 1, 2021

**Note:** Check back periodically as cut-off dates may be added in the future. Additionally, cut-off dates are subject to change or be cancelled at any time. Such changes or cancellations will be in accordance with civil service laws and rules.

Results notices will be mailed in 6 – 7 weeks following each cut-off date. Please contact the Office of Workforce Planning at (916) 322-2545 if you have not received your notice after 7 weeks.

### **MINIMUM QUALIFICATIONS**

Currently recognized as a spiritual leader and in good standing with his/her Native American Tribe, Nation, Band or Rancheria. (All candidates must attach to their application a letter of certification of good standing issued by his/her Native American Tribe, Nation, Band or Rancheria.) **and**

Experience: Two years of experience as a recognized Native American spiritual leader practicing in a setting recognized by his/her Native American Tribe, Nation, Band or Rancheria.

### **SPECIAL PERSONAL CHARACTERISTICS**

Must show that he/she embodies fundamental Native American cultural/spiritual values with ability to effectively teach these values and instill them in others.

Ability to work in the cross-cultural institutional setting; insight into the factors involved in the development of behavior problems; demonstrate aptitude for working effectively with an interest in the welfare and spiritual needs of institution residents; emotional stability; adaptability; firmness; patience; self-control; tact; good communication skills; neat personal appearance; good judgment in moral, ethical, and spiritual matters.

### **POSITION DESCRIPTION AND LOCATION(S)**

Under direction, to provide spiritual and moral guidance to residents of State correctional institutions; to conduct and/or facilitate Native American spiritual ceremonies, oral traditions, cultural studies, and to do other related work.

Positions exist statewide with CDCR.

### **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:

#### **Knowledge of:**

1. A Native American ceremony or cultural event.
2. Factors involved in the development of behavior problems and methods of rehabilitation.

#### **Ability to:**

1. Organize, prepare, and conduct Native American ceremonies and cultural events.
2. Instruct activities in Native American music and in the oral tradition.
3. Counsel institution residents and their families on moral and ethical problems.
4. Establish rapport with institution residents.
5. 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 job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the Native American Spiritual Leader is available on the CDCR website at: [CDCR Job Analysis](#)

### **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 24 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

### **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.

### **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State 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.

### **GENERAL INFORMATION**

**Applications are available** at CDCR, California Department of Human Resources (CalHR), local offices of the Employment Development Department, and through your CalCareer Account.

**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: [CalCareer Veterans](#). Additional information can also be found at the California Department of Veterans Affairs at [CalVet Veterans](#).

**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 revision will be in accordance with civil service laws and rules and all applicants 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.

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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, investigation may be made of employment records and personal history.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

### **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

#### **OFFICE OF WORKFORCE PLANNING EXAMINATION SERVICES UNIT**

**1515 S STREET, SACRAMENTO, CA 95811**

**EMAIL: [ExamHelpDesk@cdcr.ca.gov](mailto:ExamHelpDesk@cdcr.ca.gov)**

**PHONE: (916) 322-2545**

Telecommunications Relay Service: 711

**REVISION DATE: 8/14/2020 - BJW**