CHIEF ENGINEER 1, CORRECTIONAL FACILITY (CF)

Department of Corrections and Rehabilitation

Departmental Promotional Examination
Examination Code: 9CE24
Final Filing Date: February 7, 2020

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)

Excluding:
California Prison Industry Authority (CALPIA)
California Correctional Health Care Services (CCHCS)

CLASSIFICATION DETAILS

Salary Range:
$6,957.00 - $7,365.00 month

View the classification specification for the Chief Engineer 1, Correctional Facility classification.

WHO SHOULD APPLY

COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with CDCR OR must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.

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, 101N

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 final filing date, to the street address listed above.

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. 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

February 7, 2020, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the minimum qualifications for this examination by the final filing date.

TEST DATE

It is anticipated that Qualifications Appraisal Interviews will be held during April/May 2020.

MINIMUM QUALIFICATIONS

Two years of experience within the last fifteen years in the maintenance and operation of a heating, ventilating, and air-conditioning system and related equipment in a large commercial, industrial, or governmental building or institution.

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.

SPECIAL PERSONAL CHARACTERISTICS

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

POSITION DESCRIPTION AND LOCATION(S)

As a Chief Engineer 1, CF Under general direction in a State correctional facility in the Department of Corrections or Department of the Youth Authority, to have charge of repair and maintenance of automotive and other mechanical equipment in a repair shop; to supervise and work with journeyperson mechanics and helpers; to maintain order and supervise the conduct of inmates, youthful offenders, residents, or patients; to protect and maintain the safety of persons and property; may instruct, lead or supervise inmates, youthful offenders, or resident workers; and do other related work.

Positions exist statewide within 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. Heating, ventilating, refrigeration, air-conditioning, electrical, water, sewage, and other mechanical systems, and the methods, materials, and tools used in their operation, maintenance, and repair.
2. Safety Orders of the California Division of Industrial Safety applying to heating electrical, and other related mechanical equipment.
3. Principles of effective supervision.
5. A supervisor's role in the EEO program.
6. The processes available to meet EEO objectives.

Ability to:
2. Direct the work of installing, operating, and maintaining heating, ventilating, refrigeration, and air-conditioning systems, and other mechanical systems.
3. Plan and direct the work of skilled craftspersons and semiskilled workers, inmates, youthful offenders, residents, and patients.
4. Keep accurate records and prepare reports.
5. Think and act quickly in emergencies.
6. Effectively contribute to the Department's EEO objectives.

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 Chief Engineer 1, CF is available on the CDCR website at: [CDCR Job Analysis](https://www.cdcracr.org/careers/). 

**ELIGIBLE LIST INFORMATION**

A departmental promotional eligible list will be established to fill vacancies for CDCR.

Successful candidates that gain list eligibility will only retain that eligibility until a new Chief Engineer 1, CF examination is given. Additionally, eligibility may be abolished after 12 months of establishment, with no further notice to the eligible. For future examinations, visit [CalCareer Website](https://www.career.ca.gov/).

**VETERANS' PREFERENCE/CAREER CREDITS**

Veterans' Preference and career credits are not granted in promotional examinations.

**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**

It is the candidate’s responsibility to contact CDCR’s Office of Workforce Planning at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at CDCR, California Department of Human Resources (CalHR), local offices of the Employment Development Department, and through your [CalCareer Account](https://www.career.ca.gov/). 

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

PHONE: (916) 322-2545

Telecommunications Relay Service: 711

**REVISION DATE:** 11/8/2019-LSB