



## SUPERVISOR OF VOCATIONAL INSTRUCTION

Department of Corrections and Rehabilitation

Departmental Open Exam  
Examination Code: 2CEKX  
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.

### DIVERSITY, EQUITY AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

### TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR)

### CLASSIFICATION DETAILS

#### Salary Range:

\$9,390.00 - \$12,345.00 per month

View the [classification specification](#) for the Supervisor of Vocational Instruction classification.

### WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

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

### HOW TO APPLY

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

By mail to:

**Department of Corrections and Rehabilitation  
Talent Acquisition and Career Services  
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: Talent Acquisition and Career Services, 101N**

If you are personally delivering your application and Qualifications Assessment, 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 same street address as listed above.

Qualifications Assessments for Supervisor of Vocational Instruction are available from the CDCR website at: [Supervisor of Vocational Instruction](#) or in person at the street address listed above.

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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 Talent Acquisition and Career Services at (916) 322-2545.

**APPLICATION DEADLINES/REQUIREMENTS**

Candidates must complete and return the Supervisor of Vocational Instruction Qualifications Assessment along with his/her Examination Application (STD. 678). Candidates who meet the minimum qualifications will have their Qualifications Assessment rated.

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

**TEST DATE**

Applications will be accepted on a continuous basis.

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

July 1, 2022	August 1, 2022	September 1, 2022	October 3, 2022
November 1, 2022	December 1, 2022	January 3, 2023	February 1, 2023
March 1, 2023	April 3, 2023	May 1, 2023	June 1, 2023
July 3, 2023			

**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 Talent Acquisition and Career Services at (916) 322-2545 if you have not received your notice after 7 weeks.

**MINIMUM QUALIFICATIONS**

Possession of a valid regular or provisional credential from among the following issued by the Commission for Teacher Preparation and Licensing:

1. General Administration Credential (Standard Administration Credential). **or**
2. Secondary School Administration Credential (Standard Administration Credential). **or**
3. Secondary School Supervision Credential (Standard Supervision Credential). **or**
4. Special Secondary Vocational Class A Credential with Supervision Authorization in Trade and Industrial and Public Service Education. (Applicants holding this credential must have completed ten semester hours of professional course work pertaining to the organization, supervision, and legal aspects of vocational education, coordination, and school and community relations. These ten semester hours are in addition to the 28 semester hours required for the full-time basic teaching credential and shall be offered by the Division of Vocational Education, located at the University of California, Berkeley and Los Angeles.) **or**
5. Special Secondary Vocational Class B with Supervision Authorization in Trade and Industrial and Public Service Education. **or**
6. Secondary School Administration Credential in Trade and Industrial Education. **or**
7. Standard Supervision Credential in Trade and Technical and Industrial Education. (Applicants who do not possess the required credential will be admitted to the examination, but must secure the credential before they will be considered eligible for appointment.) **and**

Two years of administrative, supervisory, or teaching experience in an organized vocational training program.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" 1, "or" 2, "or" 3, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern 1, and additional experience amounting to

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50% of the required time of Pattern 2, may be admitted to an examination as meeting 100% of the overall experience requirement.

**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.

**Applicants must show their standard administration or supervision number, title, and expiration date on their Examination Application (Std. Form 678).**

**SPECIAL PERSONAL CHARACTERISTICS**

Willingness to work in a State correctional facility, tact, patience, and neat personal appearance.

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.

**POSITION DESCRIPTION AND LOCATION(S)**

A **Supervisor of Vocational Instruction**, under direction in a State correctional facility in the Department of Corrections and Rehabilitation, plans, organizes and supervises vocational instruction at the facility; maintains order and supervises the conduct of inmates/youthful offenders, protects and maintains the safety of persons and property; and does other related work.

Position(s) exist statewide with the CDCR.

**EXAMINATION PLAN**

**EXAMINATION INTERVIEWS WILL NOT BE HELD.** This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

**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. Principles, methods, and procedures of vocational school organization and administration.
2. Modern teacher training procedures and vocational teaching methods in a correctional school.
3. Purposes and organization of State correctional agencies.
4. Principles and techniques of educational and vocational guidance and counseling.
5. Causes, extent and treatment of crime and delinquency.
6. Principles and techniques of clinical and child psychology and sociology.
7. Principles of effective supervision.
8. Department's Equal Employment Opportunity Program objectives.
9. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment objectives.

**B. Ability to:**

1. Plan, organize, and direct the work of others.
2. Plan, coordinate and supervise the vocational instruction program of a correctional institution.
3. Develop and maintain vocational curricula adapted to the needs of inmates/youthful offenders in a correctional school or institution.
4. Administer and interpret standard psychological, educational, and aptitude tests.
5. Keep records and prepare reports.
6. Exercise fair but firm discipline.
7. Analyze situations and data accurately and take effective action.
8. Effectively contribute to the Department's Equal Employment Opportunity Program 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 **Supervisor of Vocational Instruction** is available on the CDCR website at: [CDCR Job Analysis](#).

**Note:** To ensure a fair and equitable opportunity for all competitors, CDCR does not authorize the gathering of informal study groups or the distribution of informal sample test questions to prepare for examinations. Additionally, pursuant to California Government Code Sections 19680 and 19681, candidates are not to obtain or discuss test questions and/or answers from current or prior examinations to prepare for upcoming examinations.

### **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 12 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**  
**TALENT ACQUISITION AND CAREER SERVICES**  
**EXAMINATION SERVICES UNIT**  
**1515 S STREET, 101N, SACRAMENTO, CA 95811**  
**EMAIL: [ExamHelpDesk@cdcr.ca.gov](mailto:ExamHelpDesk@cdcr.ca.gov)**  
**PHONE: (916) 322-2545**  
Telecommunications Relay Service: 711

**REVISION DATE: 7/22/2022 - MZ**