



## CATHOLIC CHAPLAIN

### Department of Corrections and Rehabilitation

Departmental Open Examination  
Examination Code: 5CEBM  
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 Catholic Chaplain classification.

#### WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

Once you have taken this 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 basis.

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

July 1, 2021	August 2, 2021	September 1, 2021	October 1, 2021	November 1, 2021
December 1, 2021	January 3, 2022	February 1, 2022	March 1, 2022	April 1, 2022
May 2, 2022	June 1, 2022	July 1, 2022		

**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**

### **Either 1**

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 2**

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.

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

Under direction, gives spiritual and moral guidance to State institution residents; conducts Roman Catholic religious services and instruction; and does 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. Factors involved in the development of behavior problems, including mental disorders and the principles of mental hygiene.
2. Purposes of mental and correctional institutions; methods of rehabilitation.

#### **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; analyze situations accurately and adopt an effective course of action.
4. Use spiritual assessment, planning, intervention, and evaluation in the clinical setting; understand and help others discover meaning in the experiences of suffering grief and loss.
5. Understand the ways in which psycho-social dynamics and cultural/ethnic differences affect pastoral care practices.
6. Provide intensive and extensive pastoral care to persons in various life situations and crisis circumstances.
7. Integrate pastoral theology with pastoral practices.
8. Assist and support others in the application of their own values in decision making.
9. 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

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"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: [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.

### DIVERSITY AND INCLUSION

The California Department of Corrections and Rehabilitation and the California Correctional Health Care Services are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of cultural backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

### 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

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