



## MUSLIM CHAPLAIN

### Department of Corrections and Rehabilitation

Departmental Open Examination

Examination Code: 5CEBJ

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:

\$5,282.00 - \$6,934.00 per month

View the [Classification Specifications](#) for the Muslim Chaplain classification.

#### WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

#### HOW TO APPLY

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

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 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.

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

Currently in good standing with the American Muslim Community, verified and approved by the local resident Imam where the applicant attends as a member. All candidates must attach to their application a letter of certification of good standing issued by the local resident Imam. **and**

**Education:** Completion of at least two years of Islamic Religious studies, including Islamic History, the Holy Quran, Principles of Faith and Articles of Faith in any masjid or college. **and**

**Experience:** Completion of the equivalent of one year of full-time supervised clinical or field training in the community. Such training to include Islamic religious counseling and guidance, religious education, and the care and welfare of the family as it relates to religious education. **and**

Completion of no less than two years' experience as an Imam or Instructress in the Islamic religion in a public or private institution or masjid.

### SPECIAL PERSONAL CHARACTERISTICS

Insight into factors involved in the proper human development and of behavior problems, including a knowledge of mental disorders and principles of mental hygiene; 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; good dress; neat personal appearance; pleasant and wholesome personality; good judgment in moral, ethical, and religious matters.

### POSITION DESCRIPTION AND LOCATION(S)

The Muslim Chaplain, under direction, provides spiritual and moral guidance to State institution residents, conducts Islamic religious services and instructions; interviews and counsels mental patients, juvenile or adult offenders, or Veterans Home Members on ethical and moral problems and spiritual matters; presides at Jumah Prayer Services, Eids and Taiwah, Ramadan and other Islamic days of religious observance, and conducts other Islamic services as needed by the residents; organizes and instructs classes in Islamic religion and ethics; 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 program to community groups; serves, when designated, as a member of or consultant to the institution Classification Committee, and does other related duties.

Positions exist with CDCR institutions throughout the State.

### 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 a knowledge of mental disorders and principles of mental hygiene.
2. Purposes of mental and correctional institution.
3. Methods of rehabilitation.

## MUSLIM CHAPLAIN

BULLETIN RELEASE DATE: 11/20/2015

### Ability to:

1. Organize, prepare, and conduct Islamic 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.
4. Analyze situations accurately and adopt an effective course of action.

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 Muslim Chaplain classification is available on the CDCR website at: [CDCR Job Analysis](#)

**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.

### ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies for CDCR.

### 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 offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online by creating a [CalCareers account](#). 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: [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, 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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