



## COOK SPECIALIST 2, CORRECTIONAL FACILITY (CF)

Department of Corrections and Rehabilitation

Departmental Open Examination  
Examination Code: 8CEDT  
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)  
California Correctional Health Care Services (CCHCS)

### CLASSIFICATION DETAILS

#### Salary Range:

\$3,448.00 - \$4,233.00 per month

View the [classification specification](#) for the Cook Specialist 2, CF 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 Cook Specialist 2, CF are available from the CDCR website at: [Cook Specialist 2, CF](#) or in person at 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.

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**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 Cook Specialist 2, CF 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:**

January 5, 2022

April 29, 2022

July 29, 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 Talent Acquisition and Career Services at (916) 322-2545 if you have not received your notice after 7 weeks.

**MINIMUM QUALIFICATIONS**

**Either 1**

**Experience:** One year of experience in the California state service performing the duties of Cook Specialist 1 (Correctional Facility), or Cook Specialist 1.

**Or 2**

**Experience:** Two years of experience personally preparing and cooking various food items in a restaurant, fast food outlet, or any other business with a food service operation.

(Full-time training in a recognized trade school for cooks and bakers may be substituted for not more than six months of the required experience on the basis of one month of such school attendance being equal to one month of experience.) **and**

**Education:** Equivalent to completion of the twelfth grade.

**NOTE: High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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 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.

**SPECIAL PERSONAL CHARACTERISTICS**

Sympathetic understanding of and willingness to work with the resident population for a State correctional facility, personal cleanliness, good sense of smell and taste; and freedom from communicable diseases.

**SPECIAL PHYSICAL 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 in the job without compromising their health and well-being or that of their fellow employees or that of inmates and youthful offenders.

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

**POSITION DESCRIPTION AND LOCATION(S)**

A Cook Specialist 2, CF, under supervision, prepares, cooks and dispenses food for the residents and employees of a State correctional facility in the Department of Corrections and Rehabilitation; cares for culinary equipment, supplies, and work areas; supervises, instructs, and works with employees and helpers from the resident population; maintains order and supervises the conduct of inmates, youthful offenders, residents, or patients; protects and maintains the safety of persons and property; instructs leads, or supervises inmates, youthful offenders, or resident workers; and does other related work.

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**Position(s) exist in the following institution(s) with CDCR and CCHCS:**

Richard A. McGee Correctional Training Center, California Medical Facility, Salinas Valley State Prison

**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 Assessment -- Weighted 100.00%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**Knowledge of:**

1. Principles, procedures, and equipment used in the storage, care, preparation, cooking and dispensing of food in large quantity.
2. Kitchen sanitation and safety measures used in the operation, cleaning and care of utensils, equipment and work areas.
3. Food handling sanitation (Hazard Analysis Critical Control Point Programs).
4. Food values as well as nutritional and economical substitutions within food groups.
5. Principles of effective supervision and instructing and working with assistants and helpers from the resident population.
6. Food accounting and keeping records and preparing reports.

**Ability to:**

1. Communicate effectively.
2. Prepare and cook all food groups and use appropriate equipment.
3. Judge food quality.
4. Plan work schedule and prepare and follow menus, recipes, and formulas.
5. Determine food quantities as necessary for groups of varying size.
6. Instruct and work with assistants and helpers from the resident population.
7. Keep records and prepare reports.
8. 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 Cook Specialist 2, CF 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 and CCHCS.

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](#).

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**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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