



**CALIFORNIA DEPARTMENT OF CORRECTIONS & REHABILITATION
OFFICE OF WORKFORCE PLANNING**

**CORRECTIONAL ADMINISTRATOR, DEPARTMENT OF CORRECTIONS
WRITTEN EXAMINATION – JUNE 12, 2021**

EXAMINATION PREPARATION TIPS AND SAMPLE QUESTIONS

GENERAL INFORMATION

This orientation packet provides information specific to the 2021 Correctional Administrator, Department of Corrections written examination. You should review this information prior to participating in the examination.

This study guide has been developed to help you respond to job related questions. The Correctional Administrator, Department of Corrections examination covers all of the essential knowledges, skills and abilities of the Correctional Administrator, Department of Corrections classification. This examination gives competitors the opportunity to demonstrate their competency and potential to perform in this classification. The study guide consists of the following two sections:

- Tips for preparing for a Multiple Choice Written Examination
- Sample questions for the Written Qualification Appraisal Test

GENERAL DESCRIPTION OF THIS EXAMINATION

This examination will be composed of two components: a multiple choice section and a written qualification appraisal test section. Your final score will be based on the number of correct responses to the Multiple Choice Test in Segment I and the number of correct responses to the Written Qualification Appraisal Test in Segment 2. In order to receive an overall final passing score, candidates must pass **both** components (multiple choice test section **and** the written qualification appraisal test section) with a passing score of 70.00% or more. The examination is designed to assess the critical knowledges, skills and abilities required for successful on-the-job performance in the Correctional Administrator, Department of Corrections classification.

GENERAL TIPS FOR PREPARING FOR YOUR CORRECTIONAL ADMINISTRATOR, DEPARTMENT OF CORRECTIONS EXAMINATION

- Review the Job Analysis for the Correctional Administrator, Department of Corrections classification. The most critical and frequently performed tasks are identified in the job analysis in addition to the knowledges, skills and/or abilities for the classification. The Job Analysis can be found on [CDCR's Job Analysis page](https://www.cdcr.ca.gov/careers/career-opportunities/analysis/) (<https://www.cdcr.ca.gov/careers/career-opportunities/analysis/>). Click on the letter "C" and then click on Correctional Administrator, DOC. A hard copy can also be obtained by visiting the Office of Workforce Planning at 1515 "S" Street, Room 211-South, Sacramento, California 95811.
- Review and study the State Personnel Board (SPB) job specification. This is the legal document for the classification and states how the classification is used in general, identifies the knowledges, skills and/or abilities required and lists any other pertinent classification information. The specification can be found on the internet at [CalHR's Job Description search](https://jobs.ca.gov/CalHRPublic/Tools/ClassSalarySearch.aspx) (<https://jobs.ca.gov/CalHRPublic/Tools/ClassSalarySearch.aspx>). Type "Correctional Administrator" in the search function and click on **Search**.
- Find out how and where the classification is being used to broaden your understanding of the classification. Talk to an incumbent currently in the position and request copies of duty statements. Individuals currently performing the duties of the classification can provide you with insight of actual on-the-job tasks.
- Acquaint yourself with the State of California Code of Regulations, Title 15, Crime Prevention and Corrections located on the internet at [CDCR's Regulations page](https://www.cdcr.ca.gov/regulations/) (<https://www.cdcr.ca.gov/regulations/>). Click on **California Code of Regulations, Title 15, Division 3, Chapter 1**.
- Acquaint yourself with CDCR's [DOM](https://www.cdcr.ca.gov/regulations/adult-operations/dom-toc/) (<https://www.cdcr.ca.gov/regulations/adult-operations/dom-toc/>).

WRITTEN EXAMINATION TIPS

- Carefully read the written test instructions while the proctor reads them aloud.
- Read specific segment instructions carefully to ensure you are answering the question correctly.
- Read each question in its entirety before you look at the possible answers.
- Immediately eliminate answers you know are wrong.
- Enter all answers on the answer sheet with a number 2 pencil.
- Do not skip around from section to section. This may cause you to get confused and need additional time to finish.
- Do not spend too much time on questions that you are unable to answer. Move on and come back to those questions if time allows.
- Ensure the question you are answering corresponds to the number on your answer sheet.
- Pace yourself. Make sure you allow yourself time to get back to any unanswered questions if necessary.
- Write clearly and concisely. Spelling and neatness are not rated; however, it needs to be legible.
- Provide bullet responses to the Written Qualification Appraisal Test questions that provide enough information to answer the question fully.
- If the bullet response is too short that the rating panel cannot determine what was being conveyed, it will not be rated competitively.
- Review your examination and ensure you answered all questions before turning in your test material.

SAMPLE QUESTIONS

SEGMENT 1 – POLICIES AND PROCEDURES

The following is a brief description and examples of the critical performance areas measured by the examination. The critical performance areas are based on the knowledges and abilities indicated on the examination bulletin and job specification.

This test segment is designed to measure your knowledge with departmental policies and procedures.

INSTRUCTIONS: Read the following excerpt and choose the one response that most appropriately answers the situation or topic covered.

Sample Question #1

An inmate initially placed in an Administration Segregation Unit for investigation into misconduct would be designated at which security level?

- A. Medium A
- B. Close
- C. Maximum
- D. C/C

The correct answer is C.

As described in Title 15, Section 3377.1(a)(1)(A)

Inmate Custody Designations. (a) Designation of a degree of an inmate's custody shall be reasonably related to legitimate penological interests. The CDCR uses the following inmate custody designations to establish where an inmate shall be housed and assigned, and the level of staff supervision required to ensure institutional security and public safety: Maximum Custody, Close Custody, Medium A Custody, Medium B Custody, Minimum A Custody, Minimum B Custody, (1) Maximum Custody. (A) Housing shall be in cells in an approved segregated program housing unit as described in CCR section 3335 and CCR subsections 3341.5(b) and 3341.5(c).

SEGMENT 2 – ADMINISTRATIVE/MANAGEMENT DUTIES

This test segment is designed to measure your skill and ability to correctly identify a response to various situations or topics consistent with departmental policy and procedures.

A Written Qualification Appraisal Test is structured similar to a Qualification Appraisal Panel (QAP) interview, however, you will be required to provide short written responses to each question. You will be provided formatted pages to respond on.

INSTRUCTIONS: Provide short written responses to each of the questions that adequately address the job-related scenario questions. This is **not an essay** exam.

Sample Question #2

As a Correctional Administrator, Department of Corrections you are assigned to perform Chief Disciplinary Officer duties. What are the elements of the Rules Violation Report you should review to ensure due process and compliance with Departmental rules and regulations?

Sample Responses:

1. Verify the RVR was issued within 15 days and the hearing was conducted within 30 days
2. Consistency between CCR code, classification, specific act and body or report
3. Review for all required signatures (e.g., author, inmate, reviewer)
4. Assignment of Investigative Employee or reason for denial
5. Review for disabilities and need for reasonable accommodations
6. Assignment of Staff Assistant as needed or reason for denial, ensure effective communication was accomplished (e.g. sign/foreign language interpreter)
7. TABE score/mental health status documented
8. Issuances of a CDC 115MH for inmate who are EOP, display bizarre and unusual behavior and inmates charged with indecent exposure
9. CDC 804 Notice of Pending CDC – 115 sent to records
10. Issuance of all related documents (e.g., Incident Report, evidence, CDC 1030) at least 24 hours prior to hearing
11. Witness requested/witness denied, and why
12. Review of disposition for appropriateness (e.g., lesser and including charges, forfeiture of credits, loss of privileges, and referral to classification)
13. Review of confidential information and CDC 1030 confidential disclosure form for appropriateness
14. Review of inmate's decision to postpone or not postpone hearing pending District Attorney Referral
15. Affirm Reverse or modify the disciplinary action and/or credit forfeiture/order rehearing
16. Inmate informed of appeal rights
17. Review of evidence by inmate at least 24 hours prior to hearing

There are many areas that are covered in an examination. The examination is a competitive process. While you are not expected to know everything, the more prepared you are, the more competitive you should be. Do your research and allow time for preparation. Good luck!