



## PRISON CANTEEN MANAGER 1 PRISON CANTEEN MANAGER 2

Department of Corrections and Rehabilitation

Departmental Open Examination  
Examination Code: 1CE03  
Final Filing Date: June 4, 2021

### 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:

Prison Canteen Manager 1  
\$4,133.00 - \$5,213.00 per month

Prison Canteen Manager 2  
\$4,594.00 - \$5,701.00 per month

View the [classification specification](#) for the Prison Canteen Manager 1 and Prison Canteen Manager 2 classifications.

### WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

### HOW TO APPLY

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

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 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 final filing date to the same street address as listed above.

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. If an application is received after the final filing date with a late or missing postmark, the application is considered late. 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.

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Qualifications Assessments for Prison Canteen Manager 1 and Prison Canteen Manager 2 are available from the CDCR website at: [Prison Canteen Manager 1](#) and [Prison Canteen Manager 2](#) or in person at the street address listed above.

**NOTE:** Only applications with an original signature will be accepted.

If you meet the entrance requirements for Prison Canteen Manager 1 and/or Prison Canteen Manager 2, you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination for which you wish to file. You will only be considered for acceptance into the examination(s) that you have listed on your application.

#### **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**

Candidates must complete and return the Prison Canteen Manager 1 and/or Prison Canteen Manager 2 Qualifications Assessment(s) along with his/her Examination Application (STD. 678). Candidates who meet the minimum qualifications will have their Qualifications Assessment(s) rated.

All applicants must meet the minimum qualifications for this examination by the final filing date.

#### **TEST DATE**

Candidates must complete and return the Prison Canteen Manager 1 and/or Prison Canteen Manager 2 Qualifications Assessment along with his/her Examination Application (Std. Form 678) by **June 4, 2021**, the final filing date. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment(s) rated.

#### **MINIMUM QUALIFICATIONS**

##### **Prison Canteen Manager 1**

Pattern 1 requires two years of experience involving the purchasing, pricing, warehousing, and marketing of equipment or supplies.

##### **Prison Canteen Manager 2**

Pattern 1 requires one year of experience in a California state correctional facility performing the duties of a Prison Canteen Manager 1.

Pattern 2 requires three years of experience involving purchasing, pricing, warehousing, and marketing of equipment or supplies; at least one year of which shall have been in a supervisory capacity.

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**

##### Both Levels:

Sympathetic and objective understanding of persons under restraint; tact; poise; emotional stability.

#### **SPECIAL PHYSICAL CHARACTERISTICS**

##### Both Levels:

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 Prison Canteen Manager 1, either: (1) plans, organizes, and directs the entire Canteen program for a medium-sized correctional institution, or (2) as assistant to the Prison Canteen Manager 2, spends the majority of the time

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on the purchasing and pricing functions and on aspects of overall program management; and supervises inmate workers. Incumbents maintain order and supervise the conduct of persons committed to CDCR; prevent escapes and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search inmates, residents, or patients for contraband, such as weapons or illegal drugs.

A Prison Canteen Manger 2, plans, organizes and directs the entire Canteen (Inmate Relation Services) program for a large correctional institution, where the responsibility includes supervising civil services and inmate workers. Incumbents maintain order and supervise the conduct of persons committed to CDCR; prevent escapes and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search inmates, residents, or patients for contraband, such as weapons or illegal drugs.

Positions exist statewide in 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 Assessment -- Weighted 100.00%**

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

**Knowledge of:**

1. Methods and practices of purchasing, merchandising, and sales.
2. Methods and practices in receiving, storing, and accounting for merchandise.

**Ability to:**

1. Plan, organize, and direct staff in a prison canteen, including inmate assistants.
2. Anticipate and estimate merchandise, stocks and supplies needed to operate a prison canteen.
3. Establish and maintain effective working relations with those contacted in the work.
4. Keep records and prepare reports.
5. Promote socially acceptable behavior among inmates or youthful offenders.
6. Analyze situations accurately and take effective action.

## **ADDITIONAL KNOWLEDGE AND ABILITIES FOR PRISON CANTEEN MANAGER 2**

**Knowledge of:**

1. Principles and practices of supervision.
2. A supervisor's role in an Equal Employment Opportunity (EEO) program and the processes available to meet EEO objectives.

**Ability to:**

1. Contribute to the Department's EEO objectives.

The Job Analysis identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analyses for the Prison Canteen Manager 1 and Prison Canteen Manager 2 are 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 lists will be established to fill vacancies for CDCR.

For each classification listed above, a separate eligible list will be established.

Successful candidates that gain list eligibility will only retain that eligibility until a new Prison Canteen Manager 1 or Prison Canteen Manager 2 examination is given. Additionally, eligibility may be abolished after 12 months of establishment, with no further notice to the eligible. For future examinations, visit [CalCareer Website](#).

## **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

**It is the candidate's responsibility** to contact CDCR's Office of Workforce Planning at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

**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, ROOM 211S, 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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