



CORRECTIONAL COUNSELOR 1

Department of Corrections and Rehabilitation

Departmental Open Examination

Examination Code: 1CE04

Final Filing Date: September 17, 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:

\$6,498.00 - \$10,349.00 per month

View the [classification specification](#) for the Correctional Counselor 1 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 \(STD. 678\)](#) and [Criminal Record Supplemental Questionnaire](#)

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**

For all peace officer examinations, a Criminal Record Supplemental Questionnaire must be submitted with an Examination Application (STD. 678).

If you are personally delivering your application and Criminal Record Supplemental Questionnaire, 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 street address 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.

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

September 17, 2021, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the minimum qualifications for this examination by the last day of the written test, January 9, 2022.

TEST DATE

The written test dates will be **January 3 – 9, 2022**.

MINIMUM QUALIFICATIONS

IMPORTANT: You must submit a copy of unofficial college transcripts/diploma along with your application to verify the necessary education and/or specific course work to meet the minimum qualifications.

Either 1

Experience: In a California state correctional institution either:

1. One year performing the duties of a Correctional Program Supervisor 1. **or**
2. One year performing the duties of a Youth Counselor (Youth Correctional Counselor). **or**
3. Two years performing the duties of a Correctional Officer or Medical Technical Assistant. **and**

Education: Equivalent to graduation from a recognized four-year college. Registration as a senior in a recognized institution will admit applicants to the examination but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment. (Additional qualifying experience may be substituted for not more than two years of the required education on a year-for-year basis.)

Or 2

Experience: One year of experience in collecting, evaluating, and interpreting social, behavioral, and vocational data for purposes of counseling and promoting individual adjustment. This experience must have been gained in one or a combination of fields of probation, parole or correctional casework.

(Graduate work with an academic specialization in administration of justice, correctional science, criminal justice, corrections, criminology, sociology, psychology or other related behavioral science fields, or in a recognized school of social work may be substituted for the required experience on a year-for-year basis. Applicants substituting education for the entire experience requirement must have completed the equivalent of one academic year in an approved course in supervised casework or correctional fieldwork during or supplemental to their graduate work. Graduate students in one of these fields will be admitted to the examination, but must produce evidence of completion of one year of graduate work and the required year of supervised casework or correctional fieldwork before they will be considered eligible for appointment.) **and**

Education: Equivalent to graduation from a recognized four-year college. Registration as a senior in a recognized institution will admit applicants to the examination but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment. (Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis.)

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

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

Demonstrated capacity for assuming progressively greater responsibility as evidenced by a recent employment history; neat personal appearance; adaptability; and emotional maturity and stability; tact; patience; willingness to work irregular hours; satisfactory record as a law-abiding citizen; normal or corrected to normal hearing; sound physical condition; strength; endurance; and agility; willingness to report for duty anytime of emergency crisis.

POSITION DESCRIPTION AND LOCATION(S)

A **Correctional Counselor 1**, under general supervision, as a sworn essential public safety officer, to assemble, organize, analyze, and record information necessary for classification and parole planning for prison inmates; to

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interview and counsel inmates and assist with their adjustment and development or modification of the inmate's program in a correctional setting; to perform peace officer duties as required, and to replace and/or assist custodial staff during emergency situations, such as fights, attempted escapes, or major incidents, such as riots; to maintain order and supervise the conduct of inmates; to maintain the safety of persons and property; and to do other related work.

Positions exist statewide with the Department of Corrections and Rehabilitation.

EXAMINATION INFORMATION

The written examination will be administered in an online format consisting of job-related multiple-choice questions.

Candidates will be emailed: CLASSMARKER Test Link

Candidates will need the following: A desktop/laptop/tablet/mobile device with access to the internet

Compatible Web Browsers/Devices: Internet Explorer, FireFox, Chrome, Safari, Edge, Opera, Desktop/Laptop/Tablet, iPhone, iPad, Android, and Chromebook.

It is anticipated the online written examination will be held **January 3 – 9, 2022**.

More information regarding the examination will be sent to the email address provided on your application.

PLEASE ENSURE THE CORRECT EMAIL ADDRESS IS INDICATED ON YOUR EXAMINATION APPLICATION (STD. 678). PLEASE MONITOR YOUR INBOX AND JUNK/SPAM FOLDER FOR EMAIL CORRESPONDENCE RELATED TO THIS EXAMINATION.

EXAMINATION PLAN

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. **CANDIDATES WHO DO NOT COMPLETE THE WRITTEN TEST WILL BE DISQUALIFIED.**

Note: The written test will consist of four component(s): Arithmetic, English Usage, Reading Comprehension, and Penal Code. The Written Test Study Guide is available from the CDCR website at: [Correctional Counselor 1 Study Guide](#) or in person at the street address listed above.

Online Written Test -- Weighted 100.00%

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

Knowledge of:

1. Grammar, spelling, and correct usage of written and oral communication.
2. Correctional casework procedures.
3. An understanding of the range of normal and abnormal human behavior.
4. The policies and procedures of custody.
5. Problems involved in the supervision and adjustment of inmates.
6. The various prison gangs, including gang memberships, interaction between gangs, special housing considerations, and the associated potential dangers to staff and inmates.
7. Cultural differences and perspectives of the inmates.
8. The causative factors related to criminal patterns (crimes within the institution, gang applications, recidivism, etc.).
9. Group processes and dynamics, including various roles played by group participants and the different types of questions or modes of inquiry which can be used in group settings.
10. Simple arithmetic.

Ability to:

1. Write comprehensive, complete, clear, and concise reports.
2. Utilize oral and written language to communicate effectively with inmates, staff and the public.
3. Command the respect and trust of inmates and staff.
4. Organize and prioritize work.
5. Meet deadlines.
6. Deal tactfully/diplomatically with sensitive issues.
7. Evaluate situations accurately and take effective action.
8. Deal effectively with a high volume of work.
9. Obtain specific information from an inmate during an interview.
10. Work under pressure.
11. Respond effectively to emergency situations.
12. Work independently.
13. Control an interview with an inmate
14. Interpret institutional and departmental policies, rules and regulations.
15. Adjust to changes in assignments.
16. Work with a team of people from a variety of occupations and professional disciplines.
17. Motivate an inmate toward specific goals.
18. Recognize and handle dangerous situations for inmates and staff.

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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 Correctional Counselor 1 is 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 list will be established to fill vacancies for CDCR.

Successful candidates that gain list eligibility will only retain that eligibility until a new Correctional Counselor 1 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.

SPECIAL REQUIREMENTS

Firearm Requirement: Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.

Felony Disqualification: Any person convicted of a felony is disqualified from being employed as a peace officer under Government Code Section 1029, an applicant with a felony conviction is not eligible to compete for, or be appointed to, positions in the class.

In completing the Criminal Record Supplemental Questionnaire, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:

- (1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or
- (2) The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or
- (3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana.

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items numbered above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates for peace officer positions will be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the Examination Application (STD. 678) and the Criminal Record Supplemental Questionnaire which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application and the Criminal Record Supplemental Questionnaire.

Age Limitation - minimum age for appointment: 21 years.

Citizenship Requirement: Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer classification until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

Drug Testing Requirement: Applicants for positions in this classification are required to pass a drug screening test. An applicant's experimental use of marijuana or other drugs may not be a disqualifying factor. Illegal drug activity will be evaluated to determine suitability for employment as a peace officer, based on how recent, how frequent and the specific circumstances. The drug screening test will be waived for CDCR's employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.

Pre-Employment Medical Examinations: Physical and psychological suitability examinations are conducted prior to appointment. Tests include TB skin test, urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests if necessary. Any limitation which restricts a person from safely

performing the essential functions of the position may constitute basis for removal of the candidate's name from the eligible list.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

High School Equivalence for Peace Officer Classifications: Equivalence to completion of the 12th grade may be demonstrated by: 1) passing the California High School Proficiency Test; 2) passing the General Educational Development (GED) test indicating high school graduation level; or 3) possession of a degree (Associate of Arts or higher) from an accredited college. No other equivalency is accepted for Peace Officer classifications.

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 at least five days prior to the written test date if he/she has not received his/her 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
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REVISION DATE: 8/19/2021 - RM