



## CORRECTIONAL SERGEANT

Department of Corrections and Rehabilitation

Multi-Departmental Promotional Examination

Examination Code: 3CE04

Final Filing Date: October 20, 2023

### 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)

### Excluding:

California Prison Industry Authority (CALPIA)

### CLASSIFICATION DETAILS

#### Salary Range:

\$7,490.00 - \$10,007.00 per month

View the [classification specification](#) for the Correctional Sergeant classification.

### WHO SHOULD APPLY

#### COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with one of the departments listed OR must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

**NOTE:** Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.

### HOW TO APPLY

To apply for this examination, all applicants must apply **ONLINE** at the following link:

[CLICK HERE TO APPLY](#)

<https://jobs.ca.gov/CalHRPublic/Login.aspx?ExamId=3CE04>

**NOTE:** In order to apply for this examination, you will need to have created a profile previously on the California Department of Human Resources (CalHR's) website at [CalCareer Website](#). If you have not created a profile previously, click "Create Account" in order to set up your profile. Once your profile is set up, you must then return to the bulletin and click "CLICK HERE TO APPLY" to continue with the Internet Application Process. If you do not have internet access, please contact Talent Acquisition and Career Services at (916) 322-2545 prior to the final filing date for alternate filing options.

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The Internet Application Process may take up to one hour to complete. Please ensure adequate time for successful completion. If you have any questions about the online process, you will need to contact CalHR at 1-866-844-8671.

**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**

**October 20, 2023**, is the final filing date. Applications must be submitted **ONLINE** no later than **11:59 p.m.** on the Final Filing Date to be considered for the examination. Applications submitted after **11:59 p.m.** on the Final Filing 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, December 10, 2023.

**TEST DATE**

The written test date will be **December 4 - 10, 2023**.

**MINIMUM QUALIFICATIONS**

**Either 1**

One year of experience in the California state service performing the duties of a Correctional Program Supervisor 1.

**Or 2**

Two years of experience in the California state service performing duties comparable to those of a Correctional Officer, Youth Correctional Officer (formerly Group Supervisor), or Youth Correctional Counselor (formerly Youth Counselor).

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**

Emotional stability and maturity; sympathetic and objective understanding of persons under restraint; satisfactory record as a law-abiding citizen; leadership ability; tact; good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to work at night and report for duty at any time emergencies arise; normal hearing; sound physical condition; strength; endurance; and agility.

**POSITION DESCRIPTION AND LOCATION(S)**

A Correctional Sergeant supervises Correctional Officers in an assigned major work area or on an assigned watch, or may be in charge of the custodial functions in limited but difficult and responsible areas of activities. These areas include the armory, yard, dining room, kitchen, visiting room, mail room, housing units, storeroom, receiving and release unit or control room. In some assignments, the Correctional Sergeant is not required to supervise the Correctional Officers.

Positions exist statewide within CDCR.

**EXAMINATION PLAN**

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 **December 4 – 10, 2023**.

More information regarding the examination will be sent to the email address associated with your CalCareer account.

**PLEASE ENSURE THE CORRECT EMAIL ADDRESS IS INDICATED IN YOUR CALCAREER ACCOUNT. 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 three component(s), Policy and Procedures, Reading and Writing Comprehension, and Supervisory Skills. The Written Test Study Guide is available from the CDCR website at: [Correctional Sergeant Study Guide](#) or in person at the street address listed above.**

### **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. Principles and practices of correctional administration and rehabilitation and methods of discipline as applied to person under restraint.
2. Principles and practices of personnel supervision and training.
3. First Aid.
4. Use and care of firearms.
5. The Department's equal employment opportunity objectives.
6. A Supervisor's role in the Department's Equal Employment Program, and the processes available to meet the program's objectives.

#### **Ability to:**

1. Supervise the work of others.
2. Control, direct, and instruct inmates individually and in groups.
3. Interpret and enforce institutional rule and regulations with firmness, tact, and impartiality.
4. Promote socially acceptable attitudes and behavior of inmates or parolees and to rate their conduct and productivity accurately and impartially.
5. Think and act quickly in emergencies.
6. Make simple arithmetic computations.
7. Analyze situations accurately and adopt an effective course of action.
8. Keep records and prepare reports.
9. Effectively contribute to the Department's equal employment opportunity objective program.

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 Sergeant 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**

A multi-departmental promotional eligible list will be established to fill vacancies for all participating departments.

Successful candidates that gain list eligibility will only retain that eligibility until a new Correctional Sergeant 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 and career credits are not granted in promotional examinations.

## **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.

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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 12<sup>th</sup> 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.

## **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 Talent Acquisition and Career Services at (916) 322-2545 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](#).

**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.

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**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, ROOM 101N, SACRAMENTO, CA 95811**

**EMAIL: [HRCustomerConnect@cdcr.ca.gov](mailto:HRCustomerConnect@cdcr.ca.gov)**

**PHONE: (916) 322-2545**

Telecommunications Relay Service: 711

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