GENERAL INFORMATION

This orientation packet provides information specific to the 2024 Correctional Counselor 1 examination. You should review this information prior to participating in the examination.

The Correctional Counselor 1 examination covers all of the essential knowledges, skills and abilities of the Correctional Counselor 1 classification. This examination gives competitors the opportunity to demonstrate their competency and potential to perform in this classification. This study guide has been developed to help you respond to job related questions. The study guide consists of the following two sections:

- Tips for preparing for a Written Examination
- Sample questions for the Written Examination

GENERAL DESCRIPTION OF THE WRITTEN EXAMINATION

The Written Examination requires knowledge of principles, techniques, rules and regulations, and functions of the California Department of Corrections and Rehabilitation (CDCR). Therefore, it is recommended that you review the most updated CDCR Department Operations Manual (DOM) and State of California Code of Regulations, Title 15, Crime Prevention and Corrections.

The written test consists of multiple choice test items designed to assess the critical knowledges, skills and abilities required for successful on-the-job performance in the Correctional Counselor 1 classification.

CORRECTIONAL COUNSELOR 1 STUDY GUIDE (OCTOBER 2023)
GENERAL TIPS FOR PREPARING FOR YOUR CORRECTIONAL COUNSELOR 1 EXAMINATION

- Review the Job Analysis for the Correctional Counselor 1 classification. The most critical and frequently performed tasks are identified in the job analysis in addition to the knowledge, 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/). Click on the letter “C” and then click on Correctional Counselor 1. A hard copy can also be obtained by visiting Talent Acquisition and Career Services at 1515 “S” Street, Room 101-North, Sacramento.

- 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 knowledge, skills and/or abilities required and lists any other pertinent classification information. The specification can be found at CalHR’s Job Description search (https://jobs.ca.gov/CalHRPublic/Tools/ClassSalarySearch.aspx). Type “Correctional Counselor 1” in the search function and click on Search, then click on View Class Spec.

- 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 CDCR’s Regulations page (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/).

WRITTEN EXAMINATION TIPS

- Read specific segment instructions carefully to ensure you are answering the question correctly.
- Read the question in its entirety before you look at the answers.
- Read all choices carefully before choosing your answer.
- Immediately eliminate answers you know are wrong.
- Do not keep changing your answer; usually your first choice is the right one.
- 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.
- Pace yourself. Make sure you allow yourself time to get back to any unanswered questions.

There are many areas that are covered in this 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!
SAMPLE QUESTIONS

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, skills and abilities indicated on the examination bulletin and job specification.

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

Sample Question #1

There are 15 staff members who agreed to pitch in and purchase a refrigerator for the break room. The new refrigerator will cost $480. If each person pays an equal amount how much will each employee pay for the new refrigerator?

A. $32.00
B. $36.00
C. $42.00
D. $48.00

The correct answer is A.

Sample Question #2

The word aggregate is most similar to:

A. Average
B. Increase
C. Cumulative
D. Moderate

The correct answer is C. According to Oxford Thesaurus of English.
Sample Question #3

Modoc County Sheriff’s Department

CIRCUMSTANCES OF THE OFFENSE
Report #CM0715
Modoc District Attorney (DA) Trial Brief dated July 6, 2006

On July 5, 2006 at approximately 1417 hours, John Scott and Jamie Duke were sitting in a vehicle when they observed a black Mustang drive by. The black Mustang turned around, drove back, and the passenger fired one shot from a shotgun striking both victims. After the vehicle fled the area, the victims were transported to Apple Valley Hospital. It was later discovered at around 1630 hours, there was another shooting which also involved the black Mustang at a nearby Walmart. Three witnesses observed the shooter exit the vehicle and approach a security guard, who denied the suspect entrance. The suspect became irate then left the area. A short time later, the black Mustang returned with the passenger pointing a weapon out of the window and firing three shots, striking three victims. The suspect then fled the scene.

How many people were shot by the passenger of the black Mustang?

A. 2  
B. 3  
C. 5  
D. 6

The correct answer is C. According to Modoc District Attorney (DA) Trial Brief dated July 6, 2006

Sample Question #4

According to Penal Code Section 2933.1, any person who is convicted of a felony offense listed in subdivision (c) of Section 667.5 shall accrue no more than percent of worktime credit.

A. 15%  
B. 25%  
C. 65%  
D. 75%

The correct answer is A. According to California Penal Code Section 2933.1(a).