



CORRECTIONAL ADMINISTRATOR, DEPARTMENT OF CORRECTIONS (DOC)

Department of Corrections and Rehabilitation

Multi-Departmental Promotional Examination
Examination Code: 2CE24
Final Filing Date: December 8, 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), 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)
California Prison Industry Authority (CALPIA)

CLASSIFICATION DETAILS

Salary Range:

\$11,587.00 - \$13,264.00 per month

View the [classification specification](#) for the Correctional Administrator, DOC 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

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) **and** [Criminal Record Supplemental Questionnaire](#)

By mail to:

**Department of Corrections and Rehabilitation
Talent Acquisition and Career Services
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: Talent Acquisition and Career Services, 101N

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 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.

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

APPLICATION DEADLINES/REQUIREMENTS

December 8, 2023, 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, March 3, 2024

TEST DATE

The written test date will be **February 26 – March 3, 2024**.

MINIMUM QUALIFICATIONS

Either 1

Two years of experience in the California Department of Corrections performing duties in a class comparable in level of responsibility to Facility Captain, Correctional Institution; Correctional Captain; Correctional Business Manager 2, Department of Corrections; or Correctional Business Manager 1, Department of Corrections. (Equivalent to college graduation may be substituted for one year of the required experience.) **or**

Three years of experience in the California Department of Corrections performing duties in a class comparable in level of responsibility to Staff Services Manager 2; Business Manager 2; Correctional Counselor 3; or Parole Agent 3, Adult Parole. (Equivalent to college graduation may be substituted for one year of the required experience.)

Or 2

Experience: Two years of broad administrative or supervisory experience in correctional administration for adults, with responsibility for managing a correctional facility or a major program such as custody and casework in a capacity comparable to Facility Captain, Correctional Institution, or business services in a capacity comparable to Correctional Business Manager 2, Department of Corrections. **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for two years of the required education on the basis of one year of experience for one year of education.)

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.

IMPORTANT: When using education and/or specific course work to meet the minimum qualifications, you must submit a copy of unofficial transcripts along with your application.

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

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Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated leadership and program planning ability; emotional maturity and stability; sympathetic and objective understanding of persons in custody; satisfactory record as a law-abiding citizen; tact, good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to workday, evening, or night shifts, weekends, and holidays, and to report for duty at any time emergencies arise.

SPECIAL PHYSICAL CHARACTERISTICS

Sound mental and emotional condition; freedom from any physical or mental condition that would interfere with the full performance of the essential functions of the job of a Correctional Administrator, DOC.

POSITION DESCRIPTION AND LOCATION(S)

A **Correctional Administrator, DOC**, under general direction as a sworn peace officer, either (1) in a State adult correctional institution, plan, organize, and direct a major institution program division, or major organizational unit; or (2) as a principal assistant to a headquarters administrator, perform technical or supervisory duties of comparable level; and do other related work.

Positions exist throughout the state at various institutions and at headquarters in Sacramento.

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 **February 26 – March 3, 2024**.

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 one component, Departmental Policies and Procedures. The Written Test Study Guide is available from the CDCR website at: [Correctional Administrator, DOC 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. Modern principles and practices in correctional administration and criminology, including the principles and procedures of inmate classification, assignment, and transfer.
2. Principles and applications of effective budget preparation and control, personnel management and supervision, public administration, and business management of a large organization in an institution setting.
3. Purposes, activities, regulations, and functions of the California Department of Corrections and of the Board of Parole Hearings.
4. Problems involved and methods used in the custody, control, and adjustment of antisocial performance.
5. Job requirements for institutional programs of education, library, group activities, institutional warehousing, food service, plant maintenance, and procurement.
6. California laws pertaining to prisons and parole.
7. Principles and practices of State capital outlay procedures.
8. Building construction, specifications, blueprints, and materials.
9. Principles of effective supervision.
10. Supervisory responsibilities under the Ralph C. Dills Act.
11. A supervisor's role in promoting equal opportunity in hiring, development, and promotion of employees and for maintaining a work environment which is free of discrimination and harassment.

Ability to:

1. Plan, organize, direct, evaluate, and coordinate a large multidisciplinary program, apply effective principles of budget preparation and control, personnel management, business management, public administration, and correctional administration.

2. Establish and maintain cooperative working relationships with officials and staff members, public agencies, and interested community and professional groups.
3. Use and apply effectively the required technical knowledge.
4. Analyze situations accurately and take effective action.
5. Supervise, train, and motivate staff to achieve maximum effectiveness.
6. Analyze data and adopt an effective course of action.
7. Communicate both verbally and in writing so instructions can be clearly understood and carried out in emergency situations.
8. Plan, organize, direct, and evaluate the work of employees.
9. Assess the training needs of employees.
10. Develop staff.
11. Understand and fulfill supervisory responsibilities under the Ralph C. Dills act.
12. Effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment.

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 Administrator, DOC 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 multidepartmental 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 Administrator, DOC 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.

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.

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.

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
TALENT ACQUISITION AND CAREER SERVICES
EXAMINATION SERVICES UNIT

1515 S STREET, ROOM 101N, SACRAMENTO, CA 95811

EMAIL: HRCustomerConnect@cdcr.ca.gov

PHONE: (916) 322-2545

Telecommunications Relay Service: 711

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