

**BOARD OF STATE AND COMMUNITY CORRECTIONS  
C/O STATE CONTROLLER'S OFFICE  
DEPARTMENTAL OPEN SPOT EXAMINATION (Sacramento County)  
FIELD REPRESENTATIVE, BOARD OF CORRECTIONS (6CO01)  
MONTHLY SALARY RANGE:  
\$8,216 - \$10,286  
Exam Code: 6CO01**

**NOTE:** The salaries used in this bulletin are the latest available from Board of State and Community Corrections, but may not reflect all of the pay raises granted recently. You should verify the salary levels with department personnel office before making any commitments.

**BULLETIN RELEASE DATE:** February 8, 2016

**CUT-OFF DATES:**  
**This is a continuous exam with the following cut-off dates:**

**February 28<sup>th</sup>**  
**June 30<sup>th</sup>**  
**October 31<sup>st</sup>**

Application (form 678) must be received or **POSTMARKED** no later than this date. **Applications postmarked or personally delivered after 5:00pm on the cut-off date will be held for the next administration of the exam.**

Applications will be accepted on a continuous basis. Testing is considered continuous as new dates can be set up at any time as departmental needs warrant. Each new cut-off (Final Filing) date will be publicized to ensure that applicants have adequate time to complete and submit an application.

**EXAMINATION DATE:** It is anticipated that information regarding the Supplemental Application Questionnaire will mailed approximately one month after the cut-off date.

**WHO MAY APPLY:** This is a Departmental Open Spot examination (**Sacramento County**). Applications will not be accepted on a promotional basis.

**HOW TO APPLY:**  
**\*\*\*THIS EXAMINATION IS PROCESSED BY THE STATE CONTROLLER'S OFFICE. \*\*\* This is a departmental open spot examination for the Board of State and Community Services for Sacramento County.**

Therefore, submit Examination Application (STD. Form 678) as shown below:

**By Mail to:**  
State Controller's Office  
HR-Examinations Unit  
P.O. Box 94250-5877  
Sacramento, CA 94250-5877  
**Attn: Arlene Mendez**

*OR*

**In Person to:**  
State Controller's Office  
HR-Examinations Unit  
300 Capitol Mall, 3<sup>rd</sup> Floor  
Sacramento, CA 95814  
**Attn: Arlene Mendez**

All applications must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications received without this information will be rejected.

**DO NOT FILE YOUR APPLICATION WITH THE STATE PERSONNEL BOARD.**

**SPECIAL TESTING ARRANGEMENTS:**

If you have a disability and need special testing arrangements, mark the appropriate box of the "Application for Examination." You will be contacted to make specific arrangements.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:**

NOTE: All applicants must meet the education and/or experience requirements for this examination by the *final filing date*.

**EDUCATION:**

Equivalent to graduation from college. (Additional qualifying experience may be substituted for the education on a year-for-year basis.) **and** Possession of a valid driver's license. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to the appointment. **AND**

**EITHER I**

One year of experience in the California state service performing custodial or correctional casework duties of a class comparable in level of responsibility to a Correctional Counselor III; Parole Agent III, Adult Parole; Parole Agent III, Youth Authority; or Community Services Consultant.

**OR II**

Three years of progressively responsible corrections or law enforcement supervisory, management, consultative or equivalent staff experience above first-line supervisory level in a local corrections or probation agency or a State or Federal corrections system. This experience must include at least two years in program development, program planning or research, program monitoring, manpower utilization, jail inspections, training, or equivalent consultative experience.

**THE POSITION:**

Under general direction, to plan, organize, direct, and conduct inspections, investigations, and complex surveys of local detention facilities for compliance with minimum standards; administer jail construction and training grant programs; review architectural drawings and specifications; participate in local detention planning processes; plan and direct organizational and management reviews; consult, counsel, advise, and assist local corrections' decision makers and educational officials in the planning, development, and administration of training programs that conform to statewide standards; and to do other related work.

**EXAMINATION INFORMATION:**

This examination will consist of a Supplemental Application Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained in each part of the examination. **COMPETITORS WHO DO NOT SUBMIT THE COMPLETED SUPPLEMENTAL APPLICATION QUESTIONNAIRE WILL BE DISQUALIFIED.**

**Supplemental Application Questionnaire – Weighted 100%**

**Scope:**

**Knowledge of:**

1. Basic knowledge of purposes, activities, and policies of the Board of State and Community Corrections in order to perform required duties.
2. Comprehensive knowledge of modern principles and practices in penal administration and criminology in order to conduct inspections, perform analyses, and review programs, etc.
3. General knowledge of modern methods and practices of custody, control and rehabilitation, delivery of mental health services, and behavior modification of inmates/youthful offenders/ parolees/probationers in order to provide program support and technical assistance.
4. Comprehensive knowledge of supervisory techniques and methods of maintaining discipline, both of staff personnel and inmates/youthful offenders/parolees/probationers in order to function as a subject matter expert, provide program support and technical assistance.
5. Basic knowledge of program and project management in order to perform required duties.
6. General knowledge of laws and regulations governing local corrections (e.g., California Code of Regulations Titles 15 and 24, California Penal Code, Welfare and Institution Code, etc.) in order to perform required duties.
7. General knowledge of computers, networking and software applications (e.g., Word, Access, Excel, Power point, Outlook, intranet/internet, etc.) in order to perform daily functions.

8. Comprehensive knowledge of facilitation skills, group dynamics and mediation techniques in order to lead complex discussions/forums with a variety of individuals and groups.
9. General knowledge of technical writing in order to communicate with state and local stakeholders.

**Skills:**

1. Skill to maintain the physical capacity (e.g., stand/sit for long periods of time, walk distances of up to 3 miles, etc.) to conduct on-site inspections and monitoring visits of correctional facilities, and provide the required level of program support and technical assistance.

**Ability to:**

1. Ability to function as a consultant, facilitator, trainer, negotiator, and mediator in order to perform essential job functions and conclude with tangible results.
2. Ability to evaluate, assess and deliver training in order to further the competency of corrections professionals
3. Ability to interpret and apply provisions of laws and rules governing program operations in order to ensure compliance with statutes and regulations.
4. Ability to establish and maintain working relations with state and local stakeholders, staff members, public agencies, and professional groups in order to promote cooperative and collaborative efforts.
5. Ability to utilize oral and written expression in order to communicate complex ideas.
6. Ability to analyze potentially sensitive situations and take action in order to provide program support and technical assistance.
7. Ability to plan, organize and direct the work of others in order to lead staff, work groups, etc.
8. Ability to prepare clear and concise documents in order to perform essential job functions.
9. Ability to operate personal computer and various software applications in order to communicate, create documents, research, access, track and file information, etc.
10. Ability to exhibit leadership qualities (e.g., command presence, situational awareness, decision making skills, etc.) in order to promote the goals and missions of BSCC.
11. Ability to speak in a public forum in order to conduct briefings and represent BSCC in various settings.
12. Ability to multi-task in order to adapt and be flexible to changing situations.
13. Ability to work independently (e.g., be a self starter, achievement oriented, self motivated, persistent, etc.) in order to function autonomously
14. Ability to address issues utilizing critical and inductive thinking in order to evaluate and resolve problems from an administrative perspective.

**ELIGIBLE LIST INFORMATION:**

A departmental open spot eligible list will be established for the Board of State and Community Corrections for **Sacramento County**.

The names of the successful competitors will be merged onto the list in order of final scores, regardless of date. Competitors' eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Candidates who are unsuccessful in the exam must wait six (6) months from the testing date before reapplying to take the exam.

**VETERANS' AND CAREER POINTS:**

Veterans' preference credit will be granted in this examination for competitors who qualify, have requested these points, and are successful in the exam. Career credits will not be granted in this open exam.

**GENERAL INFORMATION:**

***For an examination without a written examination feature***, it is the candidate's responsibility to contact the State Controller's Office Examination Unit at 916-324-0811 three weeks after the final filing date if he/she has not received a progress notice.

***Applications are available*** at the Department of Human Resources (CalHR) and State Personnel Board (SPB) offices, local offices of the Employment Development Department, and the State Controller's Office; or you may log onto [www.jobs.ca.gov](http://www.jobs.ca.gov) to download an application.

***If you meet the requirements*** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Controller's Office** 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 competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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 may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**TDD is Telecommunication Device for the Deaf and is reachable only from phones equipped with a TDD Device.  
California Relay Telephone Service for the deaf or hearing impaired  
From TDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922**