

BOARD OF STATE AND COMMUNITY CORRECTIONS
OPEN SPOT EXAMINATION FOR
FIELD REPRESENTATIVE, BOARD OF CORRECTIONS
MONTHLY SALARY RANGE:
\$7,900 - \$9,890
Exam Code: 5CO02

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.

FINAL FILING DATE:

FEBRUARY 20, 2015 is the final filing date. Application (form 678) must be **POSTMARKED** no later than this date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted.

INTERVIEW DATE: It is anticipated that interviews will be held during **MARCH/APRIL 2015**.

WHO MAY APPLY: This is an Open Spot Examination. Applications will not be accepted on a promotional basis.

HOW TO APPLY:

*****THIS EXAMINATION IS PROCESSED BY THE STATE CONTROLLER'S OFFICE. *****

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, 3rd 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 Structured Oral Interview weighted 100%. The Structured Oral Interview will consist of a written exercise and predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

STRUCTURED ORAL INTERVIEW – 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.

Ability to:

1. Function as a consultant, facilitator, trainer, negotiator, and mediator in order to perform essential job functions and conclude with tangible results.
2. Evaluate, assess and deliver training in order to further the competency of corrections professionals.
3. Interpret and apply provisions of laws and rules governing program operations in order to ensure compliance with statutes and regulations.
4. 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. Utilize oral and written expression in order to communicate complex ideas.

6. Analyze potentially sensitive situations and take action in order to provide program support and technical assistance.
7. Plan, organize and direct the work of others in order to lead staff, work groups, etc.
8. Prepare clear and concise documents in order to perform essential job functions.
9. Address issues utilizing critical and inductive thinking in order to evaluate and resolve problems from an administrative perspective.

ELIGIBLE LIST INFORMATION:

A departmental open eligible list will be established for the Board of State and Community Corrections. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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:

It is the candidate's responsibility to contact the State Controller's Office Examination Unit, (916) 324-0811, three days prior to the written test date if he/she has not received his/her notice.

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

If a candidate's Notice of Interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error; the candidate will be rescheduled upon written notice.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the State Controller's Office; or you may log onto www.spb.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.

Promotional Examination Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provision of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

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.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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California Relay Telephone Service for the deaf or hearing impaired**

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922

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