



**BOARD OF STATE AND COMMUNITY CORRECTIONS**

**C/O**

**CALIFORNIA STATE CONTROLLER'S OFFICE**

**Departmental Open Spot (Sacramento County) Examination**

**FIELD REPRESENTATIVE, BOARD OF CORRECTIONS (Exam ID: 7CO28)**

**MONTHLY SALARY RANGE**

**\$9,576.00 - \$11,951.00**

***Note:** The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.*

<b>Bulletin Release Date</b>	09/01/2017
<b>Final Filing Date</b>	Continuous; the cut-off dates for this examination are January 30 <sup>th</sup> , February 28 <sup>th</sup> , March 30 <sup>th</sup> , April 30 <sup>th</sup> , May 30 <sup>th</sup> , June 30 <sup>th</sup> , July 30 <sup>th</sup> , September 30 <sup>th</sup> , October 30 <sup>th</sup> , November 30 <sup>th</sup> , and December 30 <sup>th</sup> .
<b>Who May Apply</b>	<p>This is a Departmental Open Spot (Sacramento County) examination for Board of State and Community Corrections. Applicants will not be accepted on a promotional basis.</p> <p>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. Testing frequency may be subject to change based on the needs of the department, and applicants will be notified accordingly.</p> <p>Candidates who meet the minimum qualifications as stated below may apply for this examination. Once you have list eligibility, you may not reapply for twelve (12) months from your examination's cut-off date. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Candidates that are unsuccessful in the exam must wait six (6) months from the cut-off date before reapplying to take the exam.</p>
<b>Filing Instructions</b>	<p>This examination is processed by the State Controller's Office.</p> <p>Applications (STD 678) must be <i>postmarked or delivered in person</i>. Faxed or emailed applications will not be accepted. Applications postmarked after the cut-off date or received after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. <i>The examination title must be indicated on the application.</i></p> <p><b>*File by Mail:</b> Board of State and Community Corrections c/o State Controller's Office HR – Examination Unit P.O. Box 942850-5877 Sacramento, CA 94250-5877 Attn: Crystal Mar</p> <p><b>*File in Person:</b> Board of State and Community Corrections c/o State Controller's Office HR – Examination Unit 300 Capitol Mall, Suite 300 Sacramento, CA 95814 Attn: Crystal Mar</p> <p><i>*Candidates are responsible for obtaining proof of mailing or submission of their application to the Examination Unit.</i></p>
<b>Special Testing Arrangements</b>	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice Line at 1-800-735-2922.
<b>Identification for Examination</b>	Accepted candidates are required to bring their Notice to Appear <i>and</i> either a photo identification card or two forms of signed identification to each phase of the examination.
<b>Requirements for Admittance into the Examination</b>	All applicants must meet the education and/or experience requirements for this examination. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

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All applicants must meet the education and/or experience requirements for this examination by the established cut-off date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

**Note:** Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I,” “or II,” “or III,” etc. For example: Candidates, who possess qualifying experience amounting to 50% of the required time of Pattern I *and* additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

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**Minimum  
Qualifications**

**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.

Click on the link below to review the CA State Personnel Board class specification that contains the requirements for admittance to the exam:

<https://hrnet.calhr.ca.gov/CalHRNet/SpecCrossReference.aspx?ClassID=9613>

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**Examination  
Information**

It is anticipated that the examination will be will be administered approximately two months after the cut-off date.

This examination will utilize an evaluation of each candidate's experience and education/training compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the “Minimum Qualifications” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Minimum Qualifications” carefully to see what kind of information will be useful to the staff doing the evaluation.

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

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**Eligible List  
Information**

A Departmental Open Spot eligible list will be established for the Board of State and Community Corrections in Sacramento County. The names of 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. For a classification with a merged list, it is the competitor's responsibility to reapply for and be successful in the examination in order to maintain eligibility after 12 months.

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**Position Statement**

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

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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.

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**Knowledge, Skills,  
and Abilities**

**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. Basic knowledge of program and project management in order to perform required duties.
5. 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.
6. 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.
7. Comprehensive knowledge of facilitation skills, group dynamics and mediation techniques in order to lead complex discussions/forums with a variety of individuals and groups.
8. General knowledge of technical writing in order to communicate with state and local stakeholders.
9. Comprehensive knowledge of the principles of project management in order to keep multidiscipline team projects on task, time and budget.

**Skill in/to:**

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 evaluate, assess and deliver training in order to further the competency of corrections professionals.
2. Ability to interpret and apply provisions of laws and rules governing program operations in order to ensure compliance with statutes and regulations.
3. 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.
4. Ability to utilize oral and written expression in order to communicate complex ideas.
5. Ability to analyze potentially sensitive situations and take action in order to provide program support and technical assistance.
6. Ability to plan, organize and direct the work of others in order to lead staff, work groups, etc.
7. Ability to prepare clear and concise documents in order to perform essential job functions.
8. Ability to operate personal computer and various software applications in order to communicate, create documents, research, access, track and file information, etc.
9. 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.
10. Ability to speak in a public forum in order to conduct briefings and represent BSCC in various settings.
11. Ability to multi-task in order to adapt and be flexible to changing situations.
12. Ability to work independently (e.g., be a self-starter, achievement oriented, self-motivated, persistent, etc.) in order to function autonomously.
13. Ability to address issues utilizing critical and inductive thinking in order to evaluate and resolve problems from an administrative perspective.
14. Ability to evaluate programs related to the custody, discipline, and welfare of inmates/youthful offenders/parolees/probationers in order to ensure compliance

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**Special Personal  
Characteristics**

N/A

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**Additional Desirable  
Qualifications**

N/A

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**Special Requirements**

N/A

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**Veterans' Preference**

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the CA Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

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**Career Credits**

Career Credits will not be added to the final score of this examination.

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<b>Contact Information</b>	For more information regarding this examination, please contact the Examination's Manager Crystal Mar at 916-322-2791.
<b>General Information</b>	<p><b>For an examination <i>without</i> an advertised examination date</b>, it is the candidate's responsibility to contact the State Controller's Office Examination Unit, (916-324-0811), three weeks after submitting his/her application if he/she has not received a progress notice.</p> <p>If a candidate's notice of examination fails to reach him/her 3 days prior to their scheduled examination date due to verified postal error, the candidate will be rescheduled upon written request.</p> <p><b>Examination Locations:</b> Examinations will be administered in locations deemed appropriate for the examination type and in accordance with the candidate pool and departmental resources. Examinations may not be administered in all areas. Candidates may be asked to travel to the nearest examination location at their own expense.</p> <p><b>Applications are available</b> at <a href="https://jobs.ca.gov/pdf/STD678.pdf">https://jobs.ca.gov/pdf/STD678.pdf</a>, CA Department of Human Resources (CalHR) offices, local offices of the Employment Development Department (EDD), and the State Controller's Office.</p> <p>If you meet the requirements stated on this bulletin, 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 this examination will be compared with the performance of the others who take this examination, and all candidates who pass will be ranked according to their scores.</p> <p><b>Eligible Lists:</b> 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, and 6) Open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire 12 months after established unless the needs of service and conditions of the list warrant a change in this period.</p> <p><b>General Qualifications:</b> 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.</p> <p><b>Veterans' Preference:</b> Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:</p> <ol style="list-style-type: none"> <li>1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.</li> <li>2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.</li> <li>3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).</li> </ol> <p>Veteran status is verified by the CA Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR Form 1093) which is available at <a href="https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx">https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx</a> or from the CA Department of Human Resources, 1515 S Street, North Building, Suite 400, Sacramento, CA 95811 and the Department of Veterans Affairs. (Remove for Promo exams)</p> <p>The Board of State and Community Corrections 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.</p>

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

Upon request, this document can be produced in Braille or large print.

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.

