



CORRECTIONAL COUNSELOR I

Final Filing Date: August 18, 2017

OPEN

AN EQUAL EMPLOYMENT 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 to 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.

EXAMINATION BASE

DEPARTMENTAL FOR:

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

HOW TO APPLY

To apply for this examination, all applicants must apply **ONLINE** at the following link:

[CORRECTIONAL COUNSELOR 1 EXAMINATION](#)

Note: In order to apply for this examination, you will need to have created a profile previously on the California Department of Human Resources (CalHR's) website at <http://jobs.ca.gov>. If you have not created a profile previously, click on the "Create Your Account" box and then click "Create Account" to set up your profile. Once your profile is set up, you must then return to the bulletin and click on the link above.

You should print two copies of the Notice to Appear for the written test and bring them along with a photo identification card to the written test site. The Internet Application Process may take at least one hour to complete. Please ensure adequate time for successful completion. If you have any questions about the online process, you will need to contact CalHR at 1-866-844-8671.

To access the study guide, visit CDCR's website at:

http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Open/index.html

YOU MUST APPLY VIA THE CALHR INTERNET APPLICATION PROCESS. PLEASE DO NOT MAIL OR DELIVER A COMPLETED STATE APPLICATION FORM (STD. 678) TO CDCR OR CALHR, AS IT WILL NOT BE ACCEPTED FOR THIS EXAMINATION.

APPLICATION DEADLINE/ REQUIREMENTS

Applicants must fully complete the on-line sign in process by 5:00 p.m. Pacific Standard Time (PST) on the final filing date of **August 18, 2017**. On-line applications submitted and completed after 5:00 p.m. PST August 18, 2017 will not be accepted for any reason. Any applications not submitted and completed using the CalHR Internet Application System will not be accepted for any reason. It is the applicant's responsibility to ensure sufficient time is allowed to submit and complete the on-line application before 5:00 p.m. PST on the final filing date. All applicants that have not submitted and completed the entire on-line application process prior to the final filing deadline will not be accepted.

TEST DATE

The written test date will be **September 30, 2017**.

SALARY RANGE(S)

As of: **July 1, 2017**

Range A: \$5,691 - \$6,822

Range B: \$6,886 - \$8,266

Range J: \$5,976 - \$7,163

Range K: \$7,230 - \$8,679

The rate paid beyond \$5,525 is dependent upon time-in-grade, completion of the apprenticeship program, and job performance.

MINIMUM QUALIFICATIONS

Either I

Experience: In a California state correctional institution either:

1. One year performing the duties of a Correctional Program Supervisor I or
2. One year performing the duties of a Youth Correctional Counselor or
3. Two years performing the duties of a Correctional Officer or Medical Technical Assistant

And

Education: Equivalent to graduation from a recognized four-year college. Registration as a senior in a recognized institution will admit applicants to the examination but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment. (Additional qualifying experience may be substituted for not more than two years of the required education on a year-for-year basis.)

Or II

Experience: One year of experience in collecting, evaluating, and interpreting social, behavioral, and vocational data for purposes of counseling and promoting individual adjustment. This experience must have been gained in one or a combination of fields of probation, parole or correctional casework. (Graduate work with an academic specialization in administration of justice, correctional science, criminal justice, corrections, criminology, sociology, psychology or other related behavioral science fields, or in a recognized school of social work may be substituted for the required experience on a year-for-year basis.)

**MINIMUM
QUALIFICATIONS
(CONTINUED)**

Applicants substituting education for the entire experience requirement must have completed the equivalent of one academic year in an approved course in supervised casework or correctional fieldwork during or supplemental to their graduate work. Graduate students in one of these fields will be admitted to the examination, but must produce evidence of completion of one year of graduate work and the required year of supervised casework or correctional fieldwork before they will be considered eligible for appointment.)

And

Education: Equivalent to graduation from a recognized four-year college. Registration as a senior in a recognized institution will admit applicants to the examination but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment. (Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis.)

Special Personal Characteristics: Demonstrated capacity for assuming progressively greater responsibility as evidenced by a recent employment history; neat personal appearance; adaptability; and emotional maturity and stability; tact; patience; willingness to work irregular hours; satisfactory record as a law-abiding citizen; normal or corrected to normal hearing; sound physical condition; strength; endurance; and agility; willingness to report for duty anytime of emergency crisis.

Qualifying experience may be combined on a proportionate basis if the requirements stated above 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 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 Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

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.

**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 APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

Written Test -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. Grammar, spelling, and correct usage of written and oral communication.
2. Correctional casework procedures.
3. An understanding of the range of normal and abnormal human behavior.
4. The policies and procedures of custody.
5. Problems involved in the supervision and adjustment of inmates.
6. The various prison gangs, including gang memberships, interaction between gangs, special housing considerations, and the associated potential dangers to staff and inmates.
7. Cultural differences and perspectives of the inmates.
8. The causative factors related to criminal patterns (crimes within the institution, gang applications, recidivism, etc.).
9. Group processes and dynamics, including various roles played by group participants and the different types of questions or modes of inquiry which can be used in group settings.
10. Simple arithmetic.

B. Ability to:

1. Write comprehensive, complete, clear, and concise reports.
2. Utilize oral and written language to communicate effectively with inmates, staff and the public.
3. Command the respect and trust of inmates and staff.
4. Organize and prioritize work.
5. Meet deadlines.
6. Deal tactfully/diplomatically with sensitive issues.
7. Evaluate situations accurately and take effective action.
8. Deal effectively with a high volume of work.
9. Obtain specific information from an inmate during an interview.
10. Work under pressure.
11. Respond effectively to emergency situations.
12. Work independently.
13. Control an interview with an inmate
14. Interpret institutional and departmental policies, rules and regulations.
15. Adjust to changes in assignments.
16. Work with a team of people from a variety of occupations and professional disciplines.
17. Motivate an inmate toward specific goals.
18. Recognize and handle dangerous situations for inmates and staff.

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 Counselor I** is available on the CDCR website at: http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Analysis/index.html

**ELIGIBLE LIST
INFORMATION**

The resulting eligible list will be established to fill vacancies for CDCR.

The list will be abolished **12** months after establishment unless the needs of the service and conditions of the list warrant a change in this period.

**POSITION
DESCRIPTION AND
LOCATION(S)**

A **Correctional Counselor I**, general supervision, to assemble, organize, analyze, and record information necessary for classification and parole planning for prison inmates; to interview and counsel inmates and assist with their adjustment and development or modification of the inmate's program in a correctional setting; to perform peace officer duties as required, and to replace and/or assist custodial staff during emergency situations, such as fights, attempted escapes, or major incidents, such as riots; to maintain order and supervise the conduct of inmates; to maintain the safety of persons and property; and to do other related work.

Positions exist statewide with the Department of Corrections and Rehabilitation.

**SPECIAL TESTING
ARRANGEMENTS**

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

**VETERANS'
PREFERENCE/
CAREER CREDITS**

Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

**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: Because 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 will not be accepted for this examination.

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. Form 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.

Applicants successful in the written examination may be subjected to a Computerized Voice Stress Analysis (CVSA) examination. The CVSA examination is used to verify the veracity and accuracy of information submitted by applicants regarding, but not necessarily limited to: use of controlled substances, driving, criminal history, employment histories, and other suitability factors.

Age Limitation - minimum age for appointment: 21 years. (Applicants must state their birth date on the Examination Application.)

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. The recency, frequency, and specific circumstances of illegal drug activity will be evaluated to determine suitability for employment as a peace officer. 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.

**SPECIAL
REQUIREMENTS
(CONTINUED)**

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.

GENERAL INFORMATION

It is the candidate's responsibility to print a copy of their "Notice to Appear" and bring it to the test site on the day they are scheduled to take the examination that is on their notice to appear.

Veterans' Preference: California law allows the granting of Veterans' Preference in any **Open** examination. In accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veterans' Preference: Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: <https://www.jobs.ca.gov/CalHRPublic/landing/jobs/Veteransinformation.aspx>. Additional information can also be found at the California Department of Veterans Affairs at www.calvet.ca.gov/veteran-services-benefits/employment.

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 changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE 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.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS