



# PRISON CANTEEN MANAGER I PRISON CANTEEN MANAGER II

Final Filing Date: December 16, 2016

## 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. Applications will not be accepted on a promotional basis.

**HOW TO APPLY** Submit Examination Application (Std. Form 678) **and** Qualifications Assessment

**By mail to:** **or** **In person at:**  
**Department of Corrections and Rehabilitation** **Department of Corrections and Rehabilitation**  
**Office of Workforce Planning** **1515 S Street**  
**P.O. Box 942883** **Sacramento, CA 95811-7243**  
**Sacramento, CA 94283-0001** **Attn: Office of Workforce Planning, 101N**  
**(916) 322-2545** **(916) 322-2545**

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning.

Examination application available on your CalCareer account at <https://www.jobs.ca.gov/> or in person at the address listed above.

Qualifications Assessments for Prison Canteen Manager I and II are available at the CDCR website at: [http://www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Exams\\_Open/index.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Open/index.html) or in person at the address listed above.

If you meet the entrance requirements for **Prison Canteen Manager I and II**, you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination for which you wish to file. You will only be considered for acceptance into the examination(s) that you have listed on your application.

**NOTE:** Only applications with an original signature will be accepted.

**APPLICATION DEADLINE/ REQUIREMENTS** **December 16, 2016**, is the final filing date. Examination Applications **and** Qualifications Assessments postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

**TEST DATE** Candidates must complete and return the Prison Canteen Manager I/II Qualifications Assessment along with his/her Examination Application (Std. Form 678) by **December 16, 2016**, the final filing date. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated.

**SALARY RANGE(S)** As of: **November 4, 2016**

**Prison Canteen Manager I**  
**\$3,602 - \$4,543**

**Prison Canteen Manager II**  
**\$4,004 - \$4,968**

**MINIMUM QUALIFICATIONS** **Prison Canteen Manager I**

**Experience:** Two years of experience involving the purchasing, pricing, warehousing, and marketing of equipment or supplies.

**Prison Canteen Manager II**

**Either I**

One year of experience in a California state correctional facility performing the duties of a Prison Canteen Manager I.

**Or II**

Three years of experience involving the purchasing, pricing, warehousing, and marketing of equipment or supplies; at least one year of which shall have been in a supervisory capacity.

**Special Personal Characteristics:** Sympathetic and objective understanding of persons under restraint; tact; poise; emotional stability.

**Special Physical Characteristics:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

**MINIMUM QUALIFICATIONS (CONTINUED)**

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

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.

**EXAMINATION PLAN**

**EXAMINATION INTERVIEWS WILL NOT BE HELD.** This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

**Qualifications Assessment -- Weighted 100.00%**

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

**A. Knowledge of:**

1. Methods and practices of purchasing, merchandising, and sales.
2. Methods and practices in receiving, storing, and accounting for merchandise.

**B. Ability to:**

1. Plan, organize, and direct staff in a prison canteen, including inmate assistants.
2. Anticipate and estimate merchandise, stocks and supplies needed to operate a prison canteen.
3. Establish and maintain effective working relations with those contacted in the work.
4. Keep records and prepare reports.
5. Promote socially acceptable behavior among inmates or youthful offenders.
6. Analyze situations accurately and take effective action.

**ADDITIONAL KNOWLEDGE AND ABILITIES FOR PRISON CANTEEN MANAGER II**

**A. Knowledge of:**

1. Principles and practices of supervision.
2. A supervisor's role in an Equal Employment Opportunity (EEO) program and the processes available to meet EEO objectives.

**B. Ability to:**

1. Contribute to the Department's EEO objectives.

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 **Prison Canteen Manager I/II** is available on the CDCR website at: [http://www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Analysis/index.html](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 **Prison Canteen Manager I**, either: (1) plans, organizes, and directs the entire Canteen program for a medium-sized correctional institution, or (2) as assistant to the Prison Canteen Manager II, spends the majority of the time on the purchasing and pricing functions and on aspects of overall program management; and supervises inmate workers. Incumbents maintain order and supervise the conduct of persons committed to CDCR; prevent escapes and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search inmates, residents, or patients for contraband, such as weapons or illegal drugs

A **Prison Canteen Manger II**, plans, organizes and directs the entire Canteen program for a large correctional institution, where the responsibility includes supervising civil services and inmate workers. Incumbents maintain order and supervise the conduct of persons committed to CDCR; prevent escapes and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search inmates, residents, or patients for contraband, such as weapons or illegal drugs.

Positions exist statewide in CDCR.

**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**

Career credits or Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. **If you receive Veterans' Preference, you cannot also receive career credits in this examination.**

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact CDCR's Office of Workforce Planning at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

**Applications are available** at CDCR, California Department of Human Resources (CalHR), and Employment Development Department offices. Start by creating a CalCareer account at [www.jobs.ca.gov](http://www.jobs.ca.gov). With an account, you can take state civil service examinations, store different versions of your application, apply for vacancies at 150 departments, track your application status and save your resume all in one place

**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.

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

**Career Credits:** California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employees who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by CalHR as managerial.

**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](http://www.cdcr.ca.gov)

**THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**