



# CATHOLIC CHAPLAIN

## Final Filing Date: CONTINUOUS

### OPEN - SPOT

**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** CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)  
SPOT EXAMINATION FOR:  
**SEE ATTACHED LISTING**

**WHO SHOULD APPLY** Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR for this classification in the past 12 months. Applications will not be accepted on a promotional basis.

**HOW TO APPLY** Submit applications to one of the address(es) indicated on the attached listing of Local Testing Offices. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited.

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

**APPLICATION DEADLINE/ REQUIREMENTS** Each testing office will accept applications continuously and will notify and test applicants as needed. All applicants must meet the education and/or experience requirements for this examination by the final filing date.

**TEST DATE** To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

**SALARY RANGE(S)** As of: November 18, 2015  
**\$4,171 - \$5,476**

**MINIMUM QUALIFICATIONS** **Either I**  
Ordained priest, duly accredited by and in good standing with the Roman Catholic Church, and approved by the Bishop of the diocese in which the institution is located.

**Or II**

A lay person or ordained deacon, with demonstrated pastoral competence, duly accredited for pastoral ministry by a nationally recognized Roman Catholic chaplain certification institution; and approved by the Bishop of the diocese in which the institution is located.

**Note:** Applicants must submit a letter of good standing with the Roman Catholic Church by the Bishop of the Archdiocese/Diocese in which the institution is located. A letter from the "Vicar Clergy" of the diocese in which the institution is located is acceptable in the absence of a letter from the Bishop.

**Special Personal Characteristics:** Insight into the factors involved in the development of behavior problems, including mental disorders; demonstrated aptitude for working effectively with the socially abnormal; interest in the welfare and spiritual needs of institution residents; emotional stability; adaptability; firmness; patience; self-control; tact; neat personal appearance; pleasant and wholesome personality; good judgment in moral, ethical, and religious matters.

**EXAMINATION PLAN** This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**Qualifications Appraisal -- Weighted 100.00%**

**Scope:**

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

**A. Knowledge of:**

1. Factors involved in the development of behavior problems, including mental disorders and the principles of mental hygiene.
2. Purposes of mental and correctional institutions.
3. Methods of rehabilitation.

**B. Ability to:**

1. Organize, prepare, and conduct Roman Catholic religious services and courses on ethics, religion, and sacred music.
2. Counsel institution residents and their families on moral and ethical problems.
3. Establish rapport with institution residents.

**EXAMINATION  
PLAN  
(CONTINUED)**

4. Analyze situations accurately and adopt an effective course of action.
5. Use spiritual assessment, planning, intervention, and evaluation in the clinical setting.
6. Understand and help others discover meaning in the experiences of suffering grief and loss.
7. Understand the ways in which psycho-social dynamics and cultural/ethnic differences affect pastoral care practices.
8. Provide intensive and extensive pastoral care to persons in various life situations and crisis circumstances.
9. Integrate pastoral theology with pastoral practices.
10. Assist and support others in the application of their own values in decision making.
11. Communicate effectively through active listening and responding.

If conditions merit, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

**ELIGIBLE LIST  
INFORMATION**

A separate eligible list will be established to fill vacancies for the institution(s) on the attached listing. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

**POSITION  
DESCRIPTION AND  
LOCATION(S)**

A **Catholic Chaplain**, under direction, gives spiritual and moral guidance to State institution residents; interviews and counsels inmates or youthful offenders on ethical and moral problems and spiritual matters; celebrates Mass; administers the Sacraments and conducts other Roman Catholic religious rites as needed by institution residents; organizes and instructs classes in Roman Catholic religion, ethics, and sacred music; cooperates with other staff members in carrying out the institution treatment program; supervises the arranging of programs conducted in the institution by visiting religious and allied groups; assists in problems involving welfare agencies where family help is needed; visits the sick; works with residents in their group and club activities; counsels with families on problems involved in rehabilitation; explains and interprets the institution's religious program to community groups; serves, when designated, as a member of or consultant to the institution classification committee; and performs other related work.

Position(s) exist at the institution(s) on the attached listing with 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**

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.

**GENERAL INFORMATION**

**Applications are available at** CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at <https://jobs.ca.gov/pdf/std678.pdf>.

**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).

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the Department 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 warrant.

**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.

**GENERAL INFORMATION  
(CONTINUED)**

**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**

**ATTACHED LISTING: ADULT AND JUVENILE FACILITIES**

Submit applications to one of the address(es) indicated below.

**1605 AVENAL STATE PRISON**  
P.O. BOX 8  
#1 Kings Way  
Avenal, CA 93204  
(559) 386-0587 EXT. 5082  
TRS: DIAL 7-1-1

**4168 CALIFORNIA CITY CORRECTIONAL FACILITY**  
P.O. BOX 2646  
22844 Virginia Boulevard  
California City, CA 93504  
(760) 246-7600 EXT. 7506  
TRS: DIAL 7-1-1

**4106 CALIFORNIA INSTITUTION FOR WOMEN**  
P.O. BOX 6000  
16756 Chino-Corona Road  
Corona, CA 92878  
(909) 597-1771 EXT. 5252  
TRS: DIAL 7-1-1

**3310 CALIFORNIA REHABILITATION CENTER**  
P.O. BOX 1841  
5<sup>th</sup> and Western  
Norco, CA 92860  
(951) 273-2945  
TRS: DIAL 7-1-1

**4144 CALIFORNIA STATE PRISON, SACRAMENTO**  
P.O. BOX 290010  
Represa, CA 95671  
(916) 985-8610 EXT. 5330  
TRS: DIAL 7-1-1

**1608 CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY AT CORCORAN**  
P.O. BOX 7100  
900 Quebec Avenue  
Corcoran, CA 93212  
(559) 992-7100 EXT. 5640  
TRS: DIAL 7-1-1

**2003 CENTRAL CALIFORNIA WOMEN'S FACILITY**  
P.O. BOX 1501  
23370 Road 22  
Chowchilla, CA 93610  
(559) 665-5531 EXT. 5045  
TRS: DIAL 7-1-1

**3901 DEUEL VOCATIONAL INSTITUTION**  
P.O. BOX 400  
23500 Kasson Road  
Tracy, CA 95378  
(209) 835-4141 EXT. 5610  
TRS: DIAL 7-1-1

**3329 IRONWOOD STATE PRISON**  
P.O. BOX 2229  
19005 Wiley's Well Road  
Blythe, CA 92226  
(760) 921-3000 EXT. 5408  
TRS: DIAL 7-1-1

**1514 NORTH KERN STATE PRISON**  
P.O. BOX 5007  
2737 West Cecil Avenue  
Delano, CA 93216  
(661) 721-2345 EXT. 6703  
TRS: DIAL 7-1-1

**1015 PLEASANT VALLEY STATE PRISON**  
P.O. BOX 8506  
24863 West Jayne Avenue  
Coalinga, CA 93210  
(559) 935-4900 EXT. 5635  
TRS: DIAL 7-1-1

**5505 SIERRA CONSERVATION CENTER**  
P.O. BOX 497  
5100 O'Byrnes Ferry Road  
Jamestown, CA 95327  
(209) 984-5291 EXT. 5311  
TRS: DIAL 7-1-1

**4135 WASCO STATE PRISON RECEPTION CENTER**  
P.O. BOX 8800  
701 Scofield Avenue  
Wasco, CA 93280  
(661) 758-8400 EXT. 5170  
TRS: DIAL 7-1-1

**4118 CALIFORNIA CORRECTIONAL CENTER**  
P.O. BOX 790  
711-045 Center Road  
Susanville, CA 96127  
(530) 257-2181 EXT. 4550  
TRS: DIAL 7-1-1

**3914 CALIFORNIA HEALTH CARE FACILITY**  
P.O. BOX 32050  
7707 S. Austin Road  
Stockton, CA 95213  
(209) 467-2644  
TRS: DIAL 7-1-1

**4804 CALIFORNIA MEDICAL FACILITY**  
P.O. BOX 2000  
1600 California Drive  
Vacaville, CA 95696  
(707) 448-6841 EXT. 2296  
TRS: DIAL 7-1-1

**1606 CALIFORNIA STATE PRISON, CORCORAN**  
P.O. BOX 8800  
4001 King Avenue  
Corcoran, CA 93212  
(559) 992-8800 EXT. 5080  
TRS: DIAL 7-1-1

**2102 CALIFORNIA STATE PRISON, SAN QUENTIN**  
San Quentin, CA 94964  
(415) 454-1460 EXT. 5820  
TRS: DIAL 7-1-1

**1307 CALIPATRIA STATE PRISON**  
P.O. BOX 5001  
7018 Blair Road  
Calipatria, CA 92233  
(760) 348-7000 EXT. 5200  
TRS: DIAL 7-1-1

**4128 CHUCKAWALLA VALLEY STATE PRISON**  
P.O. BOX 2289  
Blythe, CA 92226  
(760) 922-5300 EXT. 5210  
TRS: DIAL 7-1-1

**3404 FOLSOM STATE PRISON**  
P.O. BOX 910  
Folsom, CA 95763  
(916) 985-2561 EXT. 4774  
TRS: DIAL 7-1-1

**1522 KERN VALLEY STATE PRISON**  
3000 West Cecil Avenue  
Delano, CA 93216  
(661) 721-6300 EXT. 5606  
TRS: DIAL 7-1-1

**3907 NORTHERN CALIFORNIA YOUTH CORRECTIONAL FACILITY**  
P.O. BOX 213004  
7650 South Newcastle Road  
Stockton, CA 95213  
(209) 944-6181  
TRS: DIAL 7-1-1

**3715 RICHARD J. DONOVAN CORRECTIONAL FACILITY**  
480 Alta Road  
San Diego, CA 92179  
(619) 661- 6500 EXT. 7807  
TRS: DIAL 7-1-1

**2004 VALLEY STATE PRISON**  
P.O. BOX 99  
21633 Avenue 24  
Chowchilla, CA 93610  
(559) 665-6100 EXT. 5600  
TRS: DIAL 7-1-1

**1503 CALIFORNIA CORRECTIONAL INSTITUTION**  
P.O. BOX 1031  
24900 Highway 202  
Tehachapi, CA 93581  
(661) 822-4402 EXT. 4380  
TRS: DIAL 7-1-1

**3612 CALIFORNIA INSTITUTION FOR MEN**  
P.O. BOX 128  
14901 Central Avenue  
Chino, CA 91708  
(909) 597-1821 EXT. 4651  
TRS: DIAL 7-1-1

**4005 CALIFORNIA MEN'S COLONY**  
P.O. BOX 8101  
Highway 1  
San Luis Obispo, CA 93403  
(805) 547-7946  
TRS: DIAL 7-1-1

**1995 CALIFORNIA STATE PRISON, LOS ANGELES COUNTY**  
44750 60<sup>th</sup> Street West  
Lancaster, CA 93536  
(661) 720-2000 EXT. 5200  
TRS: DIAL 7-1-1

**4811 CALIFORNIA STATE PRISON, SOLANO**  
P.O. BOX 4000  
2100 Peabody Road  
Vacaville, CA 95696  
(707) 451-0182 EXT. 5552  
TRS: DIAL 7-1-1

**1308 CENTINELA STATE PRISON**  
P.O. BOX 731  
2302 Brown Road  
Imperial, CA 92251  
(760) 337-7900 EXT. 5215  
TRS: DIAL 7-1-1

**2701 CORRECTIONAL TRAINING FACILITY**  
P.O. BOX 686  
Highway 101 North  
Soledad, CA 93960  
(831) 678-3951 EXT. 4585  
TRS: DIAL 7-1-1

**1805 HIGH DESERT STATE PRISON**  
P.O. BOX 270220  
Susanville, CA 96127  
(530) 251-5100 EXT. 5631  
TRS: DIAL 7-1-1

**0309 MULE CREEK STATE PRISON**  
P.O. BOX 409099  
4001 Highway 104  
Lone, CA 95640  
(209) 274-4911 EXT. 5201  
TRS: DIAL 7-1-1

**0802 PELICAN BAY STATE PRISON**  
P.O. BOX 7200  
5905 Lake Earl Drive  
Crescent City, CA 95531  
(707) 465-9198  
TRS: DIAL 7-1-1

**2708 SALINAS VALLEY STATE PRISON**  
P.O. BOX 1020  
31625 Highway 101  
Soledad, CA 93960  
(831) 678-5500 EXT. 5584  
TRS: DIAL 7-1-1

**4111 VENTURA YOUTH CORRECTIONAL FACILITY**  
3100 Wright Rd.  
Camarillo, CA 93010  
(805) 485-7951  
TRS: DIAL 7-1-1