



**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
OFFICE OF WORKFORCE PLANNING  
QUALIFICATIONS ASSESSMENT FOR:**

**VOCATIONAL INSTRUCTOR, OFFICE SERVICES AND RELATED TECHNOLOGIES  
(CORRECTIONAL FACILITY)**

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for Vocational Instructor, Office Services and Related Technologies (Correctional Facility) with the California Department of Corrections and Rehabilitation (CDCR). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be merged onto an eligible list. The list will be used by CDCR Facilities statewide to fill vacant positions. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time base you are interested in working. It is required that you personally complete this examination accurately and without assistance.

**You will be evaluated based on your ability to follow directions and read, interpret, and respond appropriately to the questions in this Qualifications Assessment. Candidates who fail to follow the instructions will be eliminated from the examination.**

**AFFIRMATION STATEMENT**

**THIS AFFIRMATION MUST BE COMPLETED**

I hereby certify that the information provided on this Qualifications Assessment Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Name (Printed): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**GENERAL INSTRUCTIONS**

**Read Instructions Carefully**

This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score.

1. Additional instructions are provided on the following pages.
2. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.
3. If successful, your name will be placed on an eligible list. This examination enables you to apply for the Vocational Instructor, Office Services and Related Technologies (Correctional Facility) classification.

**CONTINUE TO THE NEXT PAGE**

**GENERAL INSTRUCTIONS (Continued)**

The following areas comprise the complete examination for Vocational Instructor, Office Services and Related Technologies (Correctional Facility). You must ensure you have addressed each of the following areas:

- Affirmation Statement (Page 1)
- Montoya Act/Felony Conviction Disclosure (Page 2)
- Prior State Employment Information (Page 3)
- Conditions of Employment Form for CDCR Adult & Youth Facility Listings Only (Pages 4 and 5)
- Required Credential Information (Page 7)
- Job Requirements (Pages 8 and 9)
- Knowledge, Skill, and Ability Assessment (Pages 10 and 11)
- Work Experience (Pages 12, 13 and 14)

**YOUR RESPONSES ARE SUBJECT TO VERIFICATION**

Please keep in mind that all the information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the certification list(s)
- Loss of State employment
- Loss of rights to compete in any future State examinations

**MONTOYA ACT/FELONY CONVICTION DISCLOSURE**

Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with the CDCR's Division of Juvenile Justice, Education Services Branch, shall undergo a thorough background investigation prior to appointment. Pursuant to the Education Code Section 45122 and Penal Code Sections 677 and 1192, **"No person who has been convicted of a violent or serious felony shall be employed by a school district."**

To review the Education Code Section 45122, you can go to the following website:  
<http://caselaw.lp.findlaw.com/cacodes/edc/45100-45139.html>

To review the Penal Code Section 667.5, subsection (c) for a listing of violent felony offenses, you can go to the following website:  
<http://caselaw.lp.findlaw.com/cacodes/pen/654-678.html>

To review the Penal Code Section 1192.7, subsection (c) for a listing of serious felony offenses, you can go to the following website:  
<http://caselaw.lp.findlaw.com/cacodes/pen/1191-1210.5.html>

Have you ever been convicted of a violent or serious felony?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

**PRIOR STATE EMPLOYMENT INFORMATION**

Complete this next section **ONLY** if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. **IF THIS DOES NOT APPLY TO YOU, please mark the “Not Applicable” box below and continue to the next section.**

State Personnel Board, Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE
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**CONTINUE TO THE NEXT PAGE**

**CONDITIONS OF EMPLOYMENT FORM FOR CDCR ADULT AND YOUTH FACILITY LISTING ONLY**

**PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.**

**Note: Positions are not available at all locations. Please refer to the official examination bulletin for information regarding the location of current positions.**

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence. If you choose more than 15 different locations, you will be certified for anywhere in the State.

**TYPE OF APPOINTMENT YOU WILL ACCEPT**

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- (D) Permanent Full-Time     (R) Permanent Part-Time     (K) Limited-Term Full-Time     (A) Any  
If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

**LOCATION(S) YOU ARE WILLING TO WORK**

- (5) ANYWHERE IN THE STATE - *If this box is marked, no further selection is necessary.*

**NOTE:** California State Prison has been abbreviated to "CSP." Youth Correctional Facility has been abbreviated to "YCF" and Youth Conservation Camp has been abbreviated to "YCC."

- 7238 **UPPER NORTHERN REGION** – *If this box is marked, no further selection is necessary.*

**ADULT FACILITIES:**

- 0802 **Pelican Bay State Prison**     1802 **California Correctional Center**     1805 **High Desert State Prison**  
Crescent City, Del Norte County    Susanville, Lassen County    Susanville, Lassen County

- 7231 **NORTHERN REGION** – *If this box is marked, no further selection is necessary.*

**ADULT FACILITIES:**

- 0309 **Mule Creek State Prison**     3417 **Richard A. McGee Correctional Training Center**, Galt, Sacramento County     3908 **O.H. Close YCF**  
Ione, Amador County    Stockton, San Joaquin County
- 3423 **CSP, Sacramento**     3901 **Deuel Vocational Institution**  
Represa, Sacramento County    Tracy, San Joaquin County
- 4804 **California Medical Facility**     4811 **CSP, Solano**  
Vacaville, Solano County    Vacaville, Solano County
- 2102 **CSP, San Quentin**     5505 **Sierra Conservation Center**  
San Quentin, Marin County    Jamestown, Tuolumne County
- 3400 **Headquarters**     3914 **California Health Care Facility**  
Sacramento, Sacramento County    Stockton, San Joaquin County
- 3404 **Folsom State Prison**  
Represa, Sacramento County

**YOUTH FACILITIES:**

- 7232 **CENTRAL REGION** – *If this box is marked, no further selection is necessary.*

**ADULT FACILITIES:**

- 1015 **Pleasant Valley State Prison**     2003 **Central California Women's Facility**  
Coalinga, Fresno County    Chowchilla, Madera County
- 1513 **Wasco State Prison – Reception Center**, Wasco, Kern County     2004 **Valley State Prison**  
Chowchilla, Madera County
- 1514 **North Kern State Prison**     2701 **Correctional Training Facility**  
Delano, Kern County    Soledad, Monterey County
- 1522 **Kern Valley State Prison**     2708 **Salinas Valley State Prison**  
Delano, Kern County    Soledad, Monterey County

**CONDITIONS OF EMPLOYMENT FORM FOR CDCR ADULT AND YOUTH FACILITY LISTING ONLY (Continued)**

**CENTRAL REGION CONTINUED – If this box is marked above, no further selection is necessary**

**ADULT FACILITIES:**

- |  |  |
|--|--|
| <input type="checkbox"/> 1605 <b>Avenal State Prison</b><br>Avenal, Kings County                           | <input type="checkbox"/> 4005 <b>California Men's Colony</b><br>San Luis Obispo, San Luis Obispo County      |
| <input type="checkbox"/> 1606 <b>CSP, Corcoran</b><br>Corcoran, Kings County                               | <input type="checkbox"/> 1608 <b>California Substance Abuse Treatment Facility</b><br>Corcoran, Kings County |
| <input type="checkbox"/> 1523 <b>California City Correctional Facility</b><br>California City, Kern County |  |

7233 **SOUTHERN REGION – If this box is marked, no further selection is necessary.**

**ADULT FACILITIES:**

**YOUTH FACILITIES:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 1307 <b>Calipatria State Prison</b><br>Calipatria, Imperial County (North) | <input type="checkbox"/> 3313 <b>Chuckawalla Valley State Prison</b><br>Blythe, Riverside County                             | <input type="checkbox"/> 5610 <b>Ventura YCF</b><br>Camarillo, Ventura County |
| <input type="checkbox"/> 1308 <b>Centinela State Prison</b><br>Imperial, Imperial County (South)    | <input type="checkbox"/> 3329 <b>Ironwood State Prison</b><br>Blythe, Riverside County                                       |   |
| <input type="checkbox"/> 1503 <b>California Correctional Institution</b><br>Tehachapi, Kern County  | <input type="checkbox"/> 3612 <b>California Institution for Men</b><br>Chino, San Bernardino County                          |   |
| <input type="checkbox"/> 1995 <b>CSP, Los Angeles</b><br>Lancaster, Los Angeles County              | <input type="checkbox"/> 3613 <b>California Institution for Women</b><br>Corona, San Bernardino County                       |   |
| <input type="checkbox"/> 3310 <b>California Rehabilitation Center</b><br>Norco, Riverside County    | <input type="checkbox"/> 3715 <b>R. J. Donovan Correctional Facility<br/>at Rock Mountain</b><br>San Diego, San Diego County |   |

**CONTINUE TO THE NEXT PAGE**

**ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES**

Please notify the California Department of Corrections and Rehabilitation (CDCR) promptly of any address changes or availability for employment changes at the following address:

California Department of Corrections and Rehabilitation  
Division of Human Resources  
Office of Workforce Planning  
P.O. Box 942883  
Sacramento, CA 94283-0001  
Attn: Certification Unit

**MINIMUM QUALIFICATIONS**

1. Experience: Five years of journeyperson work experience in Office Services and Related Technologies. At least one year of the required work experience must be within the three years immediately preceding the issuance of the preliminary credential. (48 semester units of postsecondary vocational training, related to the subject named on the credential and verified by official transcript, may be substituted for a maximum of two of the five years of experience.) (Persons applying under this pattern may also use accumulated part-time work to meet the five-year requirement.)  
  
(Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in Office Services and Related Technologies may be substituted for the required experience.) and
2. Education: Graduation from high school or its equivalent. and
3. Credential: Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in Office Services and Related Technologies. (Applicants who do not possess this credential may take the examination but must have on file with the Commission on Teacher Credentialing an application for the appropriate credential before appointment and must secure the credential within 120 working days after appointment. After issuance, the credential must be maintained by completion of any examinations and course work required.)

**CONTINUE TO THE NEXT PAGE**

**REQUIRED CREDENTIAL INFORMATION**

Please indicate if you possess or have applied for the required credential for the Vocational Instructor, Office Services and Related Technologies (Correctional Facility) classification. You must also indicate the credential number and expiration date or the application number and date you applied for the credential.

**Requirements:**

- I possess the required Preliminary/Clear Credential from the California Commission on Teacher Credentialing.

Credential Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

- I have applied for the required Preliminary/Clear Credential with the California Commission on Teacher Credentialing.

Application Number: \_\_\_\_\_ Date Applied: \_\_\_\_\_

- I am currently not a Vocational Instructor. I have not yet applied for the required Preliminary/Clear Credential with the California Commission on Teacher Credentialing. If given a contingency job offer, I will provide application verification within 30 days of that job offer.

**CONTINUE TO THE NEXT PAGE**

**JOB REQUIREMENTS**

The following are job requirements. Please respond to each question by marking the appropriate box. If you are unwilling or unable to comply with any of the following job requirements, it may be grounds for elimination from the examination process.

1. Willingness to abide by and adhere to safety policies and provisions (e.g., wear personal alarm, carry whistle, etc.) applicable to specific work assignments.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Willingness to comply with annual Tuberculosis screening requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Willingness to abide by and adhere to the institutional dress code.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Willingness to comply with departmental training requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Willingness to report dangerous situations/contraband to supervisors and/or custody staff.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Willingness to independently supervise a work crew/classroom of adult/youthful offenders.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Willingness to travel to State correctional facilities, other work sites, or training locations throughout the state on occasion as part of your assigned duties.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Willingness to work with adult/youthful offenders, including some who may be mentally ill, developmentally disabled, potentially dangerous, and/or sex offenders.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Willingness to work with adult/youthful offenders, including some who may be infected with contagious diseases such as Hepatitis C, HIV/AIDS, or Tuberculosis.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Willingness to work around peace officers armed with chemical agents and/or weapons.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Willingness to work with potentially hostile and/or aggressive adult/youthful offenders.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Willingness to participate in departmental legal activities (e.g., serve as an expert witness or material witness, serve as a defendant, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Willingness to actively participate in the peer review and clinical quality review process.	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Willingness to participate in the audit process.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**JOB REQUIREMENTS (Continued)**

The following are job requirements. Please respond to each question by marking the appropriate box. If you are unwilling or unable to comply with any of the following job requirements, it may be grounds for elimination from the examination process.

15. Willingness to report unethical and/or illegal behavior on the part of departmental staff.	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Willingness to treat adult/youthful offenders in a professional, ethical, and tactful manner.	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Willingness to accept constructive criticism and respond appropriately.	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Willingness to respond to and implement changes in the work unit in a positive, professional manner.	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Willingness to promote positive, collaborative, professional working relations among co-workers both within and outside of the work unit.	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Willingness to interact with individuals (i.e., adult/youthful offenders, members of the public, contractor staff, and other agency personnel) from a wide range of cultural backgrounds in the course of completing work tasks and assignments.	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. Willingness to participate in team meetings, committees, special projects, etc. as required and/or assigned by your supervisor/manager.	<input type="checkbox"/> Yes <input type="checkbox"/> No
22. Willingness to have and maintain sufficient strength, agility, and endurance to perform during stressful situations encountered on the job.	<input type="checkbox"/> Yes <input type="checkbox"/> No
23. Willingness to work alone or with very little interaction with others.	<input type="checkbox"/> Yes <input type="checkbox"/> No
24. Willingness to work in all weather conditions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
25. Willingness to work beyond scheduled work hours in emergency situations on an as-needed basis.	<input type="checkbox"/> Yes <input type="checkbox"/> No
26. Willingness to maintain your professional license (e.g., teaching credential) in good standing and comply with the ethical standards of your profession (e.g., California Commission on Teacher Credentialing, etc.) and laws related to the practice of your profession.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**CONTINUE TO THE NEXT PAGE**

**KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT**

For items #1 - #12, please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA for each of the following areas. There should be one (1) checkmark for each statement.

**Definition of Levels:**

**Extensive Knowledge, Skill, or Ability:** I have effectively and efficiently applied this KSA to an actual job without supervision.

**Moderate Knowledge, Skill, or Ability:** I have applied this KSA to an actual job, but may require general supervision.

**Limited Knowledge, Skill, or Ability:** I have education or training relevant to this KSA, but have not applied it to an actual job.

**No Knowledge, Skill, or Ability:** I have no experience, education, or training relevant to this KSA.

	KSA Level			
	<u>Extensive</u> Knowledge, Skill, or Ability	<u>Moderate</u> Knowledge, Skill, or Ability	<u>Limited</u> Knowledge Skill, or Ability	<u>No</u> Knowledge Skill, or Ability
1. Knowledge of methods, materials, tools, machines, equipment, and safety principles in order to teach Office Services and Related Technologies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Knowledge of principles, methods, practices, current developments, and trends in vocational education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Knowledge of principles and practices of classroom management as it relates to the instructional and behavioral issues of teaching students to provide a safe and effective learning environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Knowledge of all equipment and tools used in Office Services and Related Technologies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Knowledge of principles and processes for providing customer service which includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Knowledge of education programs in the rehabilitative efforts of incarcerated adult/youthful offenders to successfully transition the adult/youthful offenders back in society.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Knowledge of record keeping in order to maintain compliance with State and Federal laws, rules, regulations, court mandates, and accountability of education programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Knowledge of educational tests to determine students' placement and/or achievement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Ability to perform the duties of a journeyman to ensure quality instructional services are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Ability to provide leadership and motivation to students in education programs to ensure quality instructional services are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Ability to effectively communicate with others both verbally and in written correspondence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Ability to effectively read and use drawings and sketches in order to complete an Office Services and Related Technologies job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT (Continued)**

For items #13 - #25, please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA for each of the following areas. There should be one (1) checkmark for each statement.  <u>Definition of Levels:</u>  <u>Extensive Knowledge, Skill, or Ability:</u> I have effectively and efficiently applied this KSA to an actual job without supervision.  <u>Moderate Knowledge, Skill, or Ability:</u> I have applied this KSA to an actual job, but may require general supervision.  <u>Limited Knowledge, Skill, or Ability:</u> I have education or training relevant to this KSA, but have not applied it to an actual job.  <u>No Knowledge, Skill, or Ability:</u> I have no experience, education, or training relevant to this KSA.	KSA Level			
	Extensive Knowledge, Skill, or Ability	Moderate Knowledge, Skill, or Ability	Limited Knowledge, Skill, or Ability	No Knowledge, Skill, or Ability
13. Ability to estimate and order supplies to maintain inventory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Ability to maintain fair and firm discipline in a clinical or educational setting to foster the independence and safety of students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Ability to maintain and prepare records to communicate students progress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Ability to effectively set individualized goals and objectives for students to achieve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Ability to effectively demonstrate the repetition of tasks for students in order to achieve learning competence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Ability to effectively operate all related tools and equipment to maintain shop standards, cleanliness, and safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Ability to utilize current technology to enhance communication and maximize job effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Skill to plan, coordinate, and implement education programs to ensure program quality and student success.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Skill to successfully gain the interest, respect, and cooperation of students utilizing specific teaching methods to create an atmosphere that is fair, firm, and consistent in a classroom setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Skill to effectively develop socially acceptable attitudes in students by modeling acceptance for cultural, racial, and individual differences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Skill to demonstrate time management effectively to prioritize and accomplish job duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Skill to research a wide variety of resources/data to provide information, options, recommendations, and/or produce accurate reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Skill to apply time management skills to effectively prioritize to accomplish job duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**WORK EXPERIENCE**

For items #1 - #13, refer to the scale description below and rate your level of experience. There should be one (1) checkmark for each statement.

**Definition of Levels:**

**Extensive Experience:** More than 4 years of experience performing this task.

**Moderate Experience:** Over 3 years to 4 years of experience performing this task.

**Basic Experience:** Over 2 years to 3 years of experience performing this task.

**Limited Experience:** Over 1 year to 2 years of experience performing this task.

**Minimal Experience:** 1 year or less experience performing this task.

		Length of Experience				
		Extensive Experience	Moderate Experience	Basic Experience	Limited Experience	Minimal Experience
1.	Training students in career technical education skills in order to assist them in becoming productive and contributing members of society.	<input type="checkbox"/>				
2.	Participating as a member of an interdisciplinary treatment team (e.g., custody, academic, vocational, etc.) to fulfill court mandates and specialized treatment requirements.	<input type="checkbox"/>				
3.	Reporting the outcome of classroom activities to evaluate and improve methods and techniques of providing services to students.	<input type="checkbox"/>				
4.	Supervising the conduct of students while in the classroom or shop.	<input type="checkbox"/>				
5.	Implementing competency-based instruction/training and direct supervision to meet or exceed occupational trade standards.	<input type="checkbox"/>				
6.	Providing instruction, training, and supervision to students to educate in the classroom and/or shop of an educational program.	<input type="checkbox"/>				
7.	Developing appropriate lesson plans for students with curriculum to fulfill educational mandates.	<input type="checkbox"/>				
8.	Communicating in a professional and effective manner with others (e.g., faculty, staff, etc.) to establish and maintain effective working relationships.	<input type="checkbox"/>				
9.	Implementing identifiable reasonable accommodations for students according to their referrals and assessments.	<input type="checkbox"/>				
10.	Counseling students to provide feedback regarding their participation in an instructional program.	<input type="checkbox"/>				
11.	Evaluating new training materials and equipment via community contacts or training seminars to keep up with current standards/trends in the industry.	<input type="checkbox"/>				
12.	Differentiating instruction to meet the needs of students various skill levels by assessing the individual students' knowledge and experience.	<input type="checkbox"/>				
13.	Participating in the administration and security of standardized testing to ensure assessment results are valid.	<input type="checkbox"/>				

**WORK EXPERIENCE (Continued)**

For items #14 - #23, refer to the scale description below and rate your level of experience. There should be one (1) checkmark for each statement.

**Definition of Levels:**

**Extensive Experience:** More than 4 years of experience performing this task.

**Moderate Experience:** Over 3 years to 4 years of experience performing this task.

**Basic Experience:** Over 2 years to 3 years of experience performing this task.

**Limited Experience:** Over 1 year to 2 years of experience performing this task.

**Minimal Experience:** 1 year or less experience performing this task.

		Length of Experience				
		Extensive Experience	Moderate Experience	Basic Experience	Limited Experience	Minimal Experience
14.	Participating in the delivery of educational support services to students to meet students' educational needs to comply with all Federal, State, and departmental mandates.	<input type="checkbox"/>				
15.	Participating in the delivery and use of course content and training materials to aid in the education and rehabilitation process.	<input type="checkbox"/>				
16.	Gathering information and documentation needed in order to purchase equipment, instructional materials, and supplies.	<input type="checkbox"/>				
17.	Monitoring all classroom and/or shop supplies, materials, and equipment to ensure against loss or misuse.	<input type="checkbox"/>				
18.	Attending on and offsite professional development and staff meetings to remain current in required and mandatory training.	<input type="checkbox"/>				
19.	Providing supervision of students in order to maintain security of work areas and materials, and prevent escape and injury to students, others, or property.	<input type="checkbox"/>				
20.	Participating in professional development on assessments/identification instructional methods and strategies/techniques to support students with special needs.	<input type="checkbox"/>				
21.	Participating in student centered meetings to ensure regular and special needs of students utilizing professional knowledge, interpersonal communication skills, and knowledge of regulations and procedures, etc.	<input type="checkbox"/>				
22.	Maintaining accurate and complete students records in order to meet the individual adult/youthful offenders' educational needs and ensure compliance with all Federal, State, and departmental mandates.	<input type="checkbox"/>				
23.	Expanding daily lesson plans to include the approved curriculum for employability and life skills to prepare students for reintegration utilizing subject matter, knowledge of community/institutional resources, communication skills, etc.	<input type="checkbox"/>				

**WORK EXPERIENCE (Continued)**

For items #24 - #32, refer to the scale description below and rate your level of experience. There should be one (1) checkmark for each statement.

**Definition of Levels:**

**Extensive Experience:** More than 4 years of experience performing this task.

**Moderate Experience:** Over 3 years to 4 years of experience performing this task.

**Basic Experience:** Over 2 years to 3 years of experience performing this task.

**Limited Experience:** Over 1 year to 2 years of experience performing this task.

**Minimal Experience:** 1 year or less experience performing this task.

		Length of Experience				
		<u>Extensive Experience</u>	<u>Moderate Experience</u>	<u>Basic Experience</u>	<u>Limited Experience</u>	<u>Minimal Experience</u>
24.	Planning and conducting activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Advising students as to their progress in their assigned instructional program in order to meet their educational goals and objectives utilizing communication skills, subject matter knowledge, motivational skills, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	Maintaining classroom and shop standards by inspecting equipment and tools for cleanliness and safety to prepare an effective learning environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Planning and assigning training programs for students in the Office Services and Related Technologies trade to teach methods and techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Administering training to students on Internet and Computing Core Certification (IC3) and Microsoft Office Suite in order to assist students in becoming knowledgeable in computer programs utilizing computer equipment and programs on an ongoing basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Assist students in identifying their employment goals, knowledge, skill and abilities in order to prepare students to apply and find a job, utilizing the curriculum, and other teaching methods per the Competency Guideline provided by the Office of Correctional Education (OCE) on an ongoing basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	Administering exams to students to determine competency in each subject relating to Office Services and Related Technologies utilizing Module Completion Tests for Understanding as mandated by OCE on an ongoing basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	Teaching students Office Services and Related Technologies skills in order to certify students in the mastery of the competency utilizing the Module Completion Tests for Understanding on an ongoing basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	Providing training to students on Office Services and Related Technologies in order to prepare students to pass written exams using modules, computer equipment, computer software, etc. on an ongoing basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## PREPARATION FOR HIRING INTERVIEW

If you are successful in this examination and called for a hiring interview, you will be asked to supply transcripts of your college course work, proof of degree(s) received, credential and/or any registration that may be applicable. In addition, you may be asked to supply supplemental documentation to verify your responses in this examination. It is strongly recommended that you assemble these documents in advance to expedite the process.

## RECRUITMENT QUESTIONNAIRE

These questions are not part of the examination. Responses are voluntary and will be used for recruitment statistics.

### HOW DID YOU HEAR ABOUT THIS EXAMINATION?

Check the appropriate box below.

- Newspaper/Magazine Advertisement
- Internet
- California Department of Corrections and Rehabilitation employee
- Recruitment Mailing
- College/School
- Job Fair/Career Fair
- Other: \_\_\_\_\_

## STATE APPLICATION AND QUALIFICATIONS ASSESSMENT RETURN AND MAILING PROCEDURES

Submit both the State Application (Std. Form 678) and the Qualifications Assessment to the address below.

Do not attach any additional documents to this Qualifications Assessment or send any forms/documents (e.g., resumes, etc.) in advance as additional documents will not be rated. This Qualifications Assessment will account for 100% of the weight of your examination for this classification.

**By mail to:**  
Department of Corrections and Rehabilitation  
Office of Workforce Planning  
P.O. Box 942883  
Sacramento, CA 94283-0001  
(916) 322-2545

or

**In person at:**  
Department of Corrections and Rehabilitation  
1515 S Street  
Sacramento, CA 95811-7243  
Attn: Office of Workforce Planning, 101N  
(916) 322-2545

### NOTE:

- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed State Application and Qualifications Assessment for your records.

**YOUR COMPLETED QUALIFICATIONS ASSESSMENT MUST INCLUDE YOUR ORIGINAL SIGNATURE ON THE AFFIRMATION STATEMENT (Page 1).**

**THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR  
VOCATIONAL INSTRUCTOR, OFFICE SERVICES AND RELATED TECHNOLOGIES  
(CORRECTIONAL FACILITY)**