



CORRECTIONAL SUPERVISING COOK, CORRECTIONAL FACILITY

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 Examination Applications (Std. Form 678) to one of the addresses 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 at the time he or she files his or her application.

TEST DATE

To learn more about examination date(s) within this testing period, contact the testing office(s) indicated on this bulletin.

SALARY RANGE(S)

As of: **November 12, 2015**

Range A: \$3,031 - \$3,798

This range shall apply to incumbents who do not meet the criteria for payment in Range C.

Range C: \$3,346 - \$4,191

This range shall apply to incumbents located in the Youth Conservation Camps.

Range S: \$3,033 - \$3,800

This range shall apply to incumbents in positions designated supervisory.

Range U: \$3,349 - \$4,193

This range shall apply to incumbents in positions designated supervisory.

Additional Monthly Salary Allowance: Institutional Worker Supervision Pay (IWSP) Differential \$190 or \$210 additional monthly allowance depending on range and qualifications.

BENEFITS

- Generous paid vacation/sick leave or annual leave
 - Eleven (11) paid days (holidays, personal holiday, and professional development days)
 - Health, Dental, and Vision Care Plans
 - California Public Employees' Safety Retirement Plan
 - Deferred Compensation Plans (401K and 457 plans)
 - Flex-Elect (Medical & Dental and Dependent Care)
 - Long-Term Care Program
 - Home Loan Program (CalPERS)
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**MINIMUM
QUALIFICATIONS****Either I**

Experience: One year of experience in the California state service performing the duties of a Cook Specialist II (Correctional Facility) or a Cook Specialist II.

Or II

Experience: Two years of experience in a supervisory capacity over cooks and other food service workers with responsibility for supervising and assisting with the preparation, cooking, and serving of various food items. **and**

Education: Equivalent to completion of the twelfth grade.

Special Personal Characteristics: Sympathetic understanding of and willingness to work with the resident population of a State correctional facility; supervisory ability; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.

**MINIMUM
QUALIFICATIONS
(CONTINUED)**

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 and youthful offenders.

Assignments during tour of duty may include sole responsibility for the supervision of inmates, youthful offenders 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**

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. Principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving of food in large quantities.
2. Kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas.
3. Food handling sanitation (Hazard Analysis Critical Control Point Programs).
4. Food values as well as nutritional and economical substitutions within food groups.
5. Principles of effective supervision.
6. Food accounting.
7. Use of purchase orders for food and equipment.
8. Training methods.
9. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment free of discrimination and harassment.

B. Ability to:

1. Plan palatable and adequate menus.
2. Plan, organize, and direct the work of others.
3. Keep records.
4. Prepare reports and memorandums.
5. Communicate effectively.
6. Keep inventories and make requisitions.
7. Use appropriate equipment.
8. Judge food quality.
9. Determine food quantities necessary for groups of varying sizes.
10. Prepare and cook all food groups.
11. Direct the preparation and distribution of special diets.
12. Plan food production to schedule.
13. Plan and conduct in-service training programs.
14. Analyze situations accurately and take effective action.
15. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**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)**

The **Correctional Supervising Cook, CF**, either (1) in a small State correctional culinary program, plans, organizes, supervises, and assists with the preparation, cooking, and serving of food to residents and employees; or (2) in a medium-sized State correctional culinary program, has charge of a shift and supervises and assists with the preparation, cooking, and serving of food to residents and employees; or (3) in a large correctional culinary program, supervises a large crew in the preparation, cooking, and serving of food to residents and employees; supervises the maintenance of culinary equipment, supplies, and work areas; instructs culinary workers; maintains order and supervises the conduct of inmates, youthful offenders, residents, or patients; protects and maintains the safety of persons and property; may instruct, lead, or supervise inmates, youthful offenders, or resident workers; and does other related work.

Position(s) exist with the institution(s) listed 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.

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

ATTACHED LISTING: ADULT AND JUVENILE FACILITIES

Submit applications to one of the addresses 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

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

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

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

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

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

3310 CALIFORNIA REHABILITATION CENTER
P.O. BOX 1841
5th and Western
Norco, CA 92860
(951) 273-2945
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

1995 CALIFORNIA STATE PRISON, LOS ANGELES COUNTY
44750 60th Street West
Lancaster, CA 93536
(661) 720-2000 EXT. 5200
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

2102 CALIFORNIA STATE PRISON, SAN QUENTIN
San Quentin, CA 94964
(415) 454-1460 EXT. 5820
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

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

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

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

4128 CHUCKAWALLA VALLEY STATE PRISON
P.O. BOX 2289
Blythe, CA 92226
19025 Wiley's Well Road
Blythe, CA 92225
(760) 922-5300 EXT. 5210
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

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

1805 HIGH DESERT STATE PRISON
P.O. BOX 270220
Susanville, CA 96127
475-750 Rice Canyon Road
Susanville, CA 96130
(530) 251-5100 EXT. 5631
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

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

0309 MULE CREEK STATE PRISON
P.O. BOX 409099
4001 Highway 104
Ione, CA 95640
(209) 274-4911 EXT. 5201
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

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

4153 O.H. CLOSE YOUTH CORRECTIONAL FACILITY
P.O. BOX 213001
Stockton, CA 95213
(209) 944-6391
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

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

4132 PEACE OFFICER SELECTIONS & EMPLOYEE DEVELOPMENT
R.A. McGee Correctional Training Center
9850 Twin Cities Road
Galt, CA 95632
(209) 744-5000 EXT. 4002
TRS: DIAL 7-1-1

ATTACHED LISTING: ADULT AND JUVENILE FACILITIES (Continued)

Submit applications to one of the addresses indicated below.

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

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

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

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