



# WATER AND SEWAGE PLANT SUPERVISOR, CORRECTIONAL FACILITY (CF)

Final Filing Date: **CONTINUOUS**

## 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.

**NOTE:** Candidates may test for this classification once in a 12-month period. Candidates who participated in the previous examination administration within the last 12 months regardless of the final examination results, cannot participate in this examination administration.

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

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

**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

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, to the same street address as listed above.

The Qualifications Assessment for the Water and Sewage Plant Supervisor, CF examination is available from the CDCR website at:  
[http://www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Exams\\_Continuous/PDFs/WaterSewagePlantSupvQA-O-C.pdf](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Continuous/PDFs/WaterSewagePlantSupvQA-O-C.pdf) for in the person at the street address listed above.

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

**APPLICATION DEADLINE/ REQUIREMENTS** Applications will be accepted on a continuous basis and applicants will be tested as needed.

All applicants must meet the minimum qualifications for this examination at the time he/she files his/her application.

**TEST DATE** Candidates must complete and return the Water and Sewage Plant Supervisor, Correctional Facility Qualifications Assessment along with his/her Examination Application (Std. Form 678). Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated.

**SALARY RANGE(S)** As of: October 16, 2017  
**\$6,249 – 6,561**

**MINIMUM QUALIFICATIONS** Three years of engineering or operating experience in a water filtration plant or a sewage treatment plant serving a population of at least 2000; **and**

Possession of an appropriate State of California Certification for Sewage Treatment Plant Operator and/or Water Treatment Plant Operator is required at the time of appointment. Certificates are issued by the California Department of Public Health and Water Resources Control Board. (Applicants who are within six months of obtaining the required certification will be admitted to the examination but must produce evidence of certification before they can be considered eligible for appointment.)

**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.

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

**Additional Desirable Qualifications:** Education equivalent to completion of the twelfth grade.

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.

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**MINIMUM QUALIFICATIONS (CONTINUED)**

**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.

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**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 70.00% 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. Water, sewage and other mechanical systems and equipment, and methods, materials and tools used in the operation, maintenance, and repair of such equipment.
2. Principles of water and sewage treatment.
3. The Department's Equal Employment Opportunity program objectives.
4. A manager's role in the Equal Employment Opportunity program and the processes available to meet Equal Employment Opportunity objectives.

**B. Ability to:**

1. Communicate effectively.
2. Make and interpret chemical and physical laboratory tests to determine effectiveness of water and sewage treatment.
3. Prepare routine reports and keep accurate records.
4. Train and supervise employees engaged in operating water and sewage treatment plants.
5. Read, interpret, and work from plans, drawings, and specifications.
6. Think and act quickly in emergencies.
7. Analyze situations accurately and take effective action.
8. Effectively contribute to the Department's Equal Employment Opportunity program objectives.

The Job Analysis for the **CLASSIFICATION** 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).

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**ELIGIBLE LIST INFORMATION**

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

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.

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**POSITION DESCRIPTION AND LOCATION(S)**

The **Water and Sewage Plant Supervisor, CF**, under general direction in a State correctional facility in the CDCR, has responsibility for the operation of a water treatment and sewage treatment plant, or for the operation of a large and complex plant of either type; maintains and repairs facility treatment equipment; directs the taking of daily tests of water and sewage in the various stages of treatment and personally makes the more involved analyses; interprets tests and determines necessary changes in dosage and treatment processes; supervises or performs the cleaning, painting, and upkeep of equipment; adjusts and repairs mechanical equipment such as pumps, chlorinators, gas engines, and metering devices; operates or directs the operation of related equipment at swimming pools and other mechanical equipment; operates equipment as a relief operator when necessary; may supervise assistants; may perform minor plumbing duties in connection with water and sewage systems; 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, and does other related work.

Position(s) exist in CDCR institution(s) on the attached list.

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**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.

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**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.

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**GENERAL INFORMATION**

**Applications are available** at CDCR, California Department of Human Resources (CalHR), and Employment Development Department offices. To create a CalCareer account and obtain an application, visit [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.

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**GENERAL INFORMATION  
(CONTINUED)**

**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/CalHRPublic/Landing/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 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.

**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**

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**EXISTING POSITION LOCATION(S)**

**1802 CALIFORNIA CORRECTIONAL CENTER**  
Susanville, Lassen County  
**Water Plant Grade: II**  
**Waste Plant Grade: II**

**1503 CALIFORNIA CORRECTIONAL INSTITUTION**  
Tehachapi, Kern County  
**Water Plant Grade: I**  
**Waste Plant Grade: III**

**3612 CALIFORNIA INSTITUTION FOR MEN**  
Chino, San Bernardino County  
**Water Plant Grade: II**  
**Waste Plant Grade: II**

**4005 CALIFORNIA MEN'S COLONY**  
San Luis Obispo, San Luis Obispo County  
**Water Plant Grade: II**  
**Waste Plant Grade: III**

**1606 CALIFORNIA STATE PRISON, CORCORAN**  
Corcoran, Kings County  
**Water Plant Grade: II**

**4811 CALIFORNIA STATE PRISON, SOLANO**  
Vacaville, Solano County  
**Water Plant Grade: II**

**1308 CENTINELA STATE PRISON**  
Imperial, Imperial County  
**Water Plant Grade: II**  
**Waste Plant Grade: II**

**2003 CENTRAL CALIFORNIA WOMEN'S FACILITY**  
Chowchilla, Madera County  
**Water Plant Grade: I**  
**Waste Plant Grade: II**

**3313 CHUCKAWALLA VALLEY STATE PRISON**  
Blythe, Riverside County  
**Water Plant Grade: II**  
**Waste Plant Grade: II**

**2701 CORRECTIONAL TRAINING FACILITY**  
Soledad, Monterey County  
**Water Plant Grade: III**

**3901 DEUEL VOCATIONAL INSTITUTION**  
Tracy, San Joaquin County  
**Water Plant Grade: I**  
**Waste Plant Grade: II**

**3404 FOLSOM STATE PRISON**  
Represa, Sacramento County  
**Water Plant Grade: I**

**1805 HIGH DESERT STATE PRISON**  
Susanville, Lassen County  
**Water Plant Grade: I**

**1522 KERN VALLEY STATE PRISON**  
Delano, Kern County  
**Water Plant Grade: I**  
**Waste Plant Grade: II**

**0309 MULE CREEK STATE PRISON**  
Ione, Amador County  
**Water Plant Grade: I**  
**Waste Plant Grade: II**

**0802 PELICAN BAY STATE PRISON**  
Crescent City, Del Norte County  
**Water Plant Grade: III**

**1015 PLEASANT VALLEY STATE PRISON**  
Coalinga, Fresno County  
**Water Plant Grade: II**

**2708 SALINAS VALLEY STATE PRISON**  
Soledad, Monterey County  
**Water Plant Grade: II**

**5505 SIERRA CONSERVATION CENTER**  
Jamestown, Tuolumne County  
**Water Plant Grade: II**  
**Waste Plant Grade: II**

**1513 WASCO STATE PRISON RECEPTION CENTER**  
Wasco, Kern County  
**Water Plant Grade: I**  
**Waste Plant Grade: II**