



# PAROLE SERVICE ASSOCIATE

## Final Filing Date: December 6, 2017

### 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.

**HOW TO APPLY**

To apply for this examination, all applicants must apply **ONLINE** at the following link:

[PAROLE SERVICE ASSOCIATE](#)

**Note:** In order to apply for this examination, you will need to have created a profile previously on the California Department of Human Resources (CalHR's) website at <http://jobs.ca.gov>. If you have not created a profile previously, click "NEW USER" in order to set up your profile. Once your profile is set up, you must then return to the bulletin, click "Apply Online" and click on the "I have REGISTERED PREVIOUSLY" button and follow the instructions to submit the application.

**You should print two copies of the Notice to Appear for the written test and bring them along with a photo identification card to the written test site.** The Internet Application Process may take up to one hour to complete. Please ensure adequate time for successful completion. If you have any questions about the online process, you will need to contact CalHR at 1-866-844-8671.

To access the study guide, visit CDCR's 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)

**YOU MUST APPLY VIA THE CALHR INTERNET APPLICATION PROCESS.** PLEASE **DO NOT** MAIL OR DELIVER A COMPLETED STATE APPLICATION FORM (STD. 678) TO CDCR OR CALHR, AS IT WILL NOT BE ACCEPTED FOR THIS EXAMINATION.

**APPLICATION  
DEADLINE/  
REQUIREMENTS**

**December 6, 2017**, is the final filing date. Applications must be submitted **ONLINE** no later than **5:00 p.m.** on the Final Filing Date to be considered for the examination. Applications submitted after **5:00 p.m.** on the Final Filing Date will not be accepted for any reason. Any applications not submitted and completed using the CalHR Internet Application System will not be accepted for any reason. It is the applicant's responsibility to ensure sufficient time is allowed to submit and complete the on-line application before 5:00 p.m. PST on the final filing date.

All applicants must meet the minimum qualifications for this examination by the written test date.

**TEST DATE**

The written test date will be **January 27, 2018**.

**SALARY RANGE(S)**

As of: **October 10, 2017**

**\$3,898 - \$6,198**

**MINIMUM  
QUALIFICATIONS**

**Either I**

One Year experience in the California state service performing duties comparable in level of responsibility to an Office Technician.

**and**

**Education:** Completion of 15 semester units of college courses. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum before they may be considered eligible for appointment.)

**Or II**

Six months of experience within the last ten years assisting in casework services for a caseload of clients in a program designed to assist in resolving the employment, social and community readjustment needs of parolees.

**and**

**Education:** Completion of 15 semester units of college courses. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum before they may be considered eligible for appointment.)

**Special Personal Characteristics:** Genuine interest in and enthusiasm for the rehabilitation of parolees; willingness to earn the respect and confidence of other individuals, follow directions, and participate in prescribed classroom and on-the-job training; interest in working as a learner; willingness to work irregular hours; emotional stability; and neat personal appearance.

**MINIMUM  
QUALIFICATIONS  
(CONTINUED)**

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.

**Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.**

**EXAMINATION  
PLAN**

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

**Written Test -- Weighted 100.00%**

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

**A. Knowledge of:**

1. Needs, problems, attitudes, and behavior patterns of culturally different people of the community.
2. Basic principles and techniques of vocational guidance and correctional rehabilitation.
3. Narcotic testing.
4. Interviewing techniques.

**B. Ability to:**

1. Interpret and translate data to professional staff.
2. Relate well to residents of culturally different communities.
3. Communicate effectively.
4. Benefit from instruction and training.
5. Carry out written and oral directions.
6. Maintain records.
7. Conduct narcotic testing.
8. Interpret and apply rules and instructions.

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 Parole Service Associate 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.

Eligibility may be abolished after 12 months of establishment, with no further notice to the eligible. For future examinations, visit [www.jobs.ca.gov](http://www.jobs.ca.gov).

**POSITION  
DESCRIPTION AND  
LOCATION(S)**

A **Parole Service Associate**, under professional supervision, provides liaison services between parole agents and parolees; provides casework services for a selected case load of clients in a program designed to assist in resolving the employment, social and community readjustment needs of parolees; assists in the conduct of research projects; and does other related work.

Position(s) 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**

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**

**It is the candidate's responsibility** to 1) contact CDCR's Office of Workforce Planning at (916) 322-2545 five days prior to the written test date if he/she has not received his/her notice; 2) print a copy of their "Notice to Appear" and bring it to the test site on the day they are scheduled to take the examination, which is on their "Notice to Appear."

**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).

**GENERAL INFORMATION  
(CONTINUED)**

**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**