



COOK SPECIALIST II, CORRECTIONAL FACILITY (CF) 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 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: Only applications with an original signature will be accepted. NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.
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: <u>November 10, 2015</u> \$2,780 - \$3,482
MINIMUM QUALIFICATIONS	<p style="text-align: center;"><u>Either I</u></p> <p>One year of experience in the California state service performing the duties of a Cook Specialist I (Correctional Facility), or Cook Specialist I.</p> <p style="text-align: center;"><u>Or II</u></p> <p>Two years of experience personally preparing and cooking various food items in a restaurant, fast food outlet, or any other business with a food service operation.</p> <p>(Full-time training in a recognized trade school for cooks and bakers may be substituted for not more than six months of the required experience on the basis of one month of such school attendance being equal to one month of experience.) <u>and</u></p> <p>Education: Equivalent to completion of the twelfth grade.</p> <p>Special Personal Characteristics: Sympathetic understanding of and willingness to work with the resident population of a State correctional facility; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.</p> <p>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.</p> <p>Assignments during tour of duty may include sole responsibility for the supervision of inmates and youthful offenders, and/or the protection of personal and real property.</p> <p>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 possessing 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.</p> <p>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.</p>
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.

**EXAMINATION
PLAN
(CONTINUED)**

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, and dispensing of food in large quantity.
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 and instructing and working with assistants and helpers from the resident population.
6. Food accounting and keeping records and preparing reports.

B. Ability to:

1. Communicate effectively.
2. Prepare and cook all food groups and use appropriate equipment.
3. Judge food quality.
4. Plan work schedule and prepare and follow menus, recipes, and formulas.
5. Determine food quantities necessary for groups of varying size.
6. Instruct and work with assistants and helpers from the resident population.
7. Keep records and prepare reports.
8. Analyze situations accurately and adopt an effective course of action.

**ELIGIBLE LIST
INFORMATION**

A separate eligible list will be established to fill vacancies for the institutions on the attached listing. Names of successful candidates are merged into 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 **Cook Specialist II, CF**, under supervision, to prepare, cook, and dispense food for the residents and employees of a State correctional facility in CDCR; to care for culinary equipment, supplies, and work areas; to supervise, instruct, and work with employees and helpers from the resident population; to maintain order and supervise the conduct of inmates, youthful offenders, residents, or patients; to protect and maintain the safety of persons and property; may instruct, lead, or supervise inmates, youthful offenders, or resident workers; and to do other related work.

Position(s) exist within the institution(s) listed in the attachment 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's offices, California Department of Human Resources (CalHR) offices and local offices of the Employment Development Department, and online at <http://jobs.ca.gov/Profile/StateApplication>.

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: www.jobs.ca.gov/job/VeteransInformation. 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 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

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

ATTACHED LISTING: ADULT AND JUVENILE FACILITIES

Submit applications to one of the addresses indicated below.

3612 CALIFORNIA INSTITUTION FOR MEN
P.O. BOX 128
14901 Central Avenue
Chino, CA 91708

4804 CALIFORNIA MEDICAL FACILITY
P.O. BOX 2000
1600 California Drive
Vacaville, CA 95696

4005 CALIFORNIA MEN'S COLONY
P.O. BOX 8101
Highway 1
San Luis Obispo, CA 93403

**3907 NORTHERN CALIFORNIA YOUTH
CORRECTIONAL FACILITY**
P.O. BOX 213004
7650 South Newcastle Road
Stockton, CA 95213

**4132 PEACE OFFICER SELECTIONS &
EMPLOYEE DEVELOPMENT**
R.A. McGee Correctional Training Center
9850 Twin Cities Road
Galt, CA 95632

**4152 PINE GROVE YOUTH
CORRECTIONAL CAMP**
P.O. BOX 1040
13630 Aqueduct-Volcano Road
Pine Grove, CA 95665

**4111 VENTURA YOUTH CORRECTIONAL
FACILITY**
3100 Wright Rd.
Camarillo, CA 93010

**4135 WASCO STATE PRISON
RECEPTION CENTER**
P.O. BOX 8800
701 Scofield Avenue
Wasco, CA 93280