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. Applications will not be accepted on a promotional basis.

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, on or before the final filing date to the same street address as listed above.

Qualifications Assessments for Youthful Offender Parole Board Representative are available from the CDCR website at: http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Open/index.html or in person at the street address listed above.

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

APPLICATION DEADLINE/REQUIREMENTS

October 13, 2017 is the final filing date. Examination Applications and Qualifications Assessments postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the minimum qualifications for this examination by the final filing date.

TEST DATE

Candidates must complete and return the Youthful Offender Parole Board Representative 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: August 21, 2017

$8,293 - $9,512

MINIMUM QUALIFICATIONS

Either I

In California state service either:

1. One year of experience in the correctional field performing duties at or above the level of responsibility of a Youth Authority Administrator, Rehabilitation Services or Community and Staff Services; or
2. Two years of experience in the correctional field performing custody, classification, casework, treatment, or parole duties at or above a level of responsibility equivalent to a Program Administrator, Correctional School; or
3. Three years of experience in the correctional field performing custody, classification, casework, treatment, or parole duties at or above a level of responsibility equivalent to a Parole Agent III, Youth Authority; or
4. Three years of experience performing the duties of a Board Coordinating Parole Agent, Youthful Offender Parole Board; or
5. Three years of experience at a level of responsibility equivalent to a Treatment Team Supervisor, one year of which shall have been performing duties as the primary fact finder for the facility's Disciplinary Decision Making System.

Or II

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for up to four years of the required education on a year-for-year basis.) and
MINIMUM QUALIFICATIONS (CONTINUED)

Experience: Either

1. Three years of administrative or supervisory experience in a probation department, or under the County Parole Board, in a class in the probation series above the first full supervisory level; or three years of experience as a juvenile court referee; or

2. One year of experience in the capacity of a hearing officer conducting quasi-judicial administrative hearings in the correctional field which included reviewing case material, evaluating testimony and making decisions concerned with the disposition of the case. (Experience in the California state service applied toward this requirement must be in a class at or above the Level of a Youth Authority Administrator, Rehabilitation Services or Community and Staff Services.

Special Personal Characteristics: Understanding of and demonstrated interest in the rehabilitation of youthful offenders; demonstrated understanding of and concern for the aims and policies of the Youthful Offender Parole Board; willingness to travel throughout the State; willingness to work long hours; tact, high moral standards, patience, and emotional stability.

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.

NOTE: Equivalent to graduation from college refers to a Bachelor’s degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor’s degree. When education is required, provide a copy of unofficial transcripts along with your application.

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:


2. Policies and rules of the Youthful Offender Parole Board and agreements of the Department of Corrections and Rehabilitation (formerly the Department of the Youth Authority) pertaining to acceptance, rejection, classification, assignment, transfer, and parole of persons committed to the Department of Corrections and Rehabilitation (formerly the Department of the Youth Authority).

3. Principles, techniques, and trends in rehabilitation, parole and social casework as related to youthful offenders.

4. Functions and procedures of the court system of the State of California and law enforcement agencies as related to youthful offenders.

5. Employment conditions and opportunities in California and facilities available for instruction and training of paroled youths.

B. Ability to:

1. Interpret and apply provisions of the Youth Authority Act, Welfare and Institutions Code, and Penal Code.

2. Interpret and apply policies, rules and agreements of the Department of Corrections and Rehabilitation (formerly the Department of the Youth Authority) pertaining to acceptance, rejection, classification, assignment, transfer and parole of persons committed to the Department of Corrections and Rehabilitation (formerly the Department of the Youth Authority).

3. Evaluate sociological, psychological, psychiatric and vocational findings and recommendations

4. Extract from case records pertinent facts and data and present them in a clear, concise manner

5. Establish and maintain cooperative working relationships with private and community agencies, officials and staff members.

6. Analyze situations and take effective action.

7. Gather, record and evaluate pertinent and meaningful statistics and reports.

8. Communicate effectively.

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 Youthful Offender Parole Board Representative is available on the CDCR website at: 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.

Position Description and Location(s)

A Youthful Offender Parole Board Representative is a case hearing representative. Incumbents review case material, conduct hearings and make case decisions on the classification, assignment, transfer, parole, conditions of parole and violations of parole for wards committed to the Department of the Youth Authority; when serving as Chairperson's Representative in lieu of a member of the Youthful Offender Parole Board, participates as a full Board member in hearings and resulting decisions; and performs other related work.

Positions exist with the Division of Juvenile Justice

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 contact CDCR’s Office of Workforce Planning at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

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. 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.

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-servicess-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.cdcf.ca.gov

This cancels and supersedes all previously issued bulletins.

Youthful Offender Parole Board Representative/LG
Rev. 9/14/2017