This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the Youthful Offender Parole Board Representative classification with the California Department of Corrections and Rehabilitation (CDCR). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed on an eligible list for the classification listed above. The list will be used to fill positions location of where positions are based. A “Conditions of Employment” section is included in this examination which will allow you to select the time bases and location(s) you are interested in working. It is required that you personally complete this examination accurately and without assistance.

You will be evaluated based on your ability to follow directions and read, interpret, and respond appropriately to the questions in this Qualifications Assessment. Candidates who fail to follow the instructions will be eliminated from this examination.

THIS AFFIRMATION MUST BE COMPLETED.

I hereby certify that the information provided on this Qualifications Assessment Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of state employment, and/or suffer loss of right to compete in any future state examinations.

Name (Printed): __________________________________________________________________________
Address: ______________________________________________________________________________
City/State/Zip Code: ______________________________________________________________________
Home Telephone Number: __________________________________________________________________
Work Telephone Number: ____________________________________________________________________
Signature: _______________________________________________________________________________
Date: ___________________________________________________________________________________

YOUR COMPLETED QUALIFICATIONS ASSESSMENT AND EXAMINATION APPLICATION (STD. 678) MUST INCLUDE YOUR ORIGINAL SIGNATURE AND MUST BE RECEIVED OR POSTMARKED BY October 13, 2017 COMPLETED QUALIFICATIONS ASSESSMENTS AND EXAMINATION APPLICATIONS MUST BE MAILED OR DELIVERED TO THE FOLLOWING LOCATION:

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

or Deliver in Person to: Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Office of Workforce Planning, Room 101N
(916) 322-2545

NOTE:
• Candidates whose Qualifications Assessment and Examination Application are postmarked, personally delivered or received via interoffice mail after the due date will be eliminated from the examination.
• Be sure your envelope has adequate postage if submitting via mail.
• Facsimiles (FAX) will NOT be accepted under any circumstances.
• Make and keep a photocopy of the completed Qualifications Assessment for your records.
GENERAL INSTRUCTIONS

This process is the entire examination for the above classification. Therefore, please be sure to review and follow all instructions carefully as missing or incomplete information may result in disqualification or a lower score.

The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for the Youthful Offender Parole Board Representative classification. You must ensure that you have reviewed each of the following areas:

- Affirmation Statement (page 1)
- General Instructions / Prior State Employment (page 2)
- Conditions of Employment (page 3 and 4)
- Rating Instructions (page 6)
- Knowledge & Work Experience – Youthful Offender Parole Board Representative (pages 7-13)
- Recruitment Questionnaire/Mailing Instructions (page 14)

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the eligible list / certification list
- Loss of State employment
- Loss of rights to compete in any future state examinations

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section ONLY if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. IF THIS DOES NOT APPLY TO YOU, please skip this question.

Do you have written permission from the Department of Human Resources (CalHR) to take this examination?

☐ YES  ☐ NO

State Personnel Board, Rule 211 provides that a dismissed state employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.
CONDITIONS OF EMPLOYMENT FORM FOR
YOUTHFUL OFFENDER PAROLE BOARD REPRESENTATIVE

<table>
<thead>
<tr>
<th>EXAMINATION TITLE:</th>
<th>EXAMINATION CODE:</th>
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</thead>
<tbody>
<tr>
<td>NAME (PLEASE PRINT – LAST, FIRST, MI):</td>
<td>IDENTIFICATION NUMBER (COPY FROM IDENTIFICATION LETTER):</td>
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</table>

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the State.

**TYPE OF APPOINTMENT YOU WILL ACCEPT**

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- [ ] (D) Permanent Full-Time
- [ ] (R) Permanent Part-Time
- [ ] (K) Limited-Term Full-Time
- [ ] (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

**PLEASE SEE REVERSE FOR MAP**

- [ ] 0005 ANYWHERE IN THE STATE - If this box is marked, no further selection is necessary.

### NORTHERN REGION

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### CENTRAL REGION

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<td>□ 4200 Santa Barbara County</td>
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<td>□ 5600 Ventura County</td>
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[Map of California showing counties and regions]
ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

After list release, successful candidates may promptly update any address and/or availability for employment preference information by accessing their CalCareer account on the California Department of Human Resources (CalHR) website at www.jobs.ca.gov or notifying CDCR at the following address:

California Department of Corrections and Rehabilitation
Division of Human Resources
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001
Attn: Certification Unit
INSTRUCTIONS:

Using the rating scale(s) below, rate your knowledge and experience performing specific job-related actions.

Respond to each of the following statements (#1 - 20) by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the 2 scales provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

SCALE #1 - KNOWLEDGE RELATED TO PERFORMING THIS ACTION:

Extensive Knowledge
I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations and I have instructed others on specific aspects of this knowledge.

Moderate Knowledge
I have an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

Basic Knowledge
I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.

Limited Knowledge
I have some knowledge of how to perform this task, but I may require additional instruction to apply my knowledge effectively.

No Knowledge
I have no knowledge of how to perform this task or what it may entail.

SCALE #2 - EXPERIENCE RELATED TO PERFORMING THIS ACTION:

Extensive Experience
I have experience to the extent that I have effectively performed this task in the most difficult and complex situations and I have instructed others on specific aspects of this experience.

Moderate Experience
I have experience to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

Basic Experience
I have experience to the extent that I could perform this task successfully in routine situations.

Limited Experience
I have limited experience in performing this task and may require the assistance of others.

No Experience
I have no experience in performing this task.
1. Review staff reports and other relevant documents to prepare for hearings.

Knowledge related to performing this action
- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action
- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

2. Conduct hearings in order to render a decision for the protection of the public.

Knowledge related to performing this action
- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action
- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

3. Conduct due process reviews to maintain compliance with statutes, regulations, and case law.

Knowledge related to performing this action
- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action
- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience
4. Determine disability and effective communication needs for youths prior to hearings.

**Knowledge related to performing this action**
- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

**Experience related to performing this action**
- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

5. Participate in review hearings to verify that the youth is receiving treatment tailored to address his/her treatment needs and is being provided in a timely manner.

**Knowledge related to performing this action**
- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

**Experience related to performing this action**
- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

6. Prepare written documents to respond to and/or convey information to probation and court officials.

**Knowledge related to performing this action**
- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

**Experience related to performing this action**
- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience
7. Interpret court and staff reports to uphold compliance with statutes, case laws, regulations, etc.

**Knowledge related to performing this action**
- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

**Experience related to performing this action**
- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

8. Analyze forms, system data, reports, and/or legal documents to determine the appropriate administrative process.

**Knowledge related to performing this action**
- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

**Experience related to performing this action**
- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

9. Prepare documents (e.g., correspondence, reports, policies, procedures, etc.) to request and/or provide information to others.

**Knowledge related to performing this action**
- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

**Experience related to performing this action**
- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience
10. Ensure statutory and procedural timelines have been met prior to conducting hearings.

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11. Observe facility treatment and training programs to become familiar with the services provided.

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12. Identify and report on problems or situations relating to policies or procedures.

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13. Communicate information to staff and stakeholders.

Knowledge related to performing this action
☐ Extensive Knowledge
☐ Moderate Knowledge
☐ Basic Knowledge
☐ Limited Knowledge
☐ No Knowledge

Experience related to performing this action
☐ Extensive Experience
☐ Moderate Experience
☐ Basic Experience
☐ Limited Experience
☐ No Experience

14. Interpret and apply regulations and policies in State law to ensure compliance.

Knowledge related to performing this action
☐ Extensive Knowledge
☐ Moderate Knowledge
☐ Basic Knowledge
☐ Limited Knowledge
☐ No Knowledge

Experience related to performing this action
☐ Extensive Experience
☐ Moderate Experience
☐ Basic Experience
☐ Limited Experience
☐ No Experience

15. Identify and report problems and concerns regarding compliance with Equal Employment Opportunity (EEO).

Knowledge related to performing this action
☐ Extensive Knowledge
☐ Moderate Knowledge
☐ Basic Knowledge
☐ Limited Knowledge
☐ No Knowledge

Experience related to performing this action
☐ Extensive Experience
☐ Moderate Experience
☐ Basic Experience
☐ Limited Experience
☐ No Experience
16. Represent the department in staff, administrative, and professional conferences to provide information to stakeholders.

Knowledge related to performing this action
- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action
- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

17. Collaborate with groups interested in rehabilitation of youth to assist in forging relationships.

Knowledge related to performing this action
- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action
- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

18. Review administrative policies, procedures, and regulations to ensure a strong working knowledge.

Knowledge related to performing this action
- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action
- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience
19. Conduct training for staff to develop their skills and knowledge.

**Knowledge related to performing this action**
- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

**Experience related to performing this action**
- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

20. Recommend changes to policies, procedures, and regulations to ensure compliance.

**Knowledge related to performing this action**
- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

**Experience related to performing this action**
- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience
RECRUITMENT QUESTIONNAIRE

These questions are not part of the examination. Responses are voluntary and will be used for recruitment statistics.

HOW DID YOU HEAR ABOUT THIS EXAMINATION?

Check the appropriate box below.

☐ Newspaper/Magazine Advertisement
☐ Internet (Social Media)
☐ California Department of Corrections and Rehabilitation employee
☐ Recruitment Mailing
☐ College/School
☐ Job Fair/Career Fair
☐ Other: ________________________________

THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR YOUTHFUL OFFENDER PAROLE BOARD REPRESENTATIVE

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Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001

or

Deliver in Person to:
Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Office of Workforce Planning, Room 101N
(916) 322-2545

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