CONTINUOUS OPEN EXAMINATION FOR DEPARTMENT OF STATE HOSPITALS

Correctional Case Records Supervisor www.dsh.ca.gov

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.

It is the objective of the State of California to achieve a drug-free state workplace. 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.

EXAMINATION TYPE AND POSITION LOCATIONS

This is an open examination for the Department of State Hospitals (DSH) for the following location(s):

- DSH - Atascadero
- DSH - Coalinga
- DSH - Metropolitan
- DSH - Napa
- DSH - Patton

State Applications (STD. 678) will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

MAIL OR HAND DELIVER BOTH, A STATE APPLICATION (STD. 678) AND TRAINING AND EXPERIENCE EXAMINATION TO:

DEPARTMENT OF STATE HOSPITALS-SACRAMENTO
SELECTION SERVICES UNIT
1600 9TH STREET, ROOM 121
SACRAMENTO, CA 95814 (916) 651-8832

California Relay for the hearing impaired:
From a TDD Phone (800) 735-2929
From a Voice Phone (800) 735-2922

DO NOT SUBMIT A STATE APPLICATION (STD. 678) TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

NOTE: All State Applications (STD. 678) must include: “to” and “from” dates (month/day/year); time base; and civil service class titles. State Application (STD. 678) received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).

EXAMINATION ELIGIBILITY LIMITATION

A candidate may be tested only once during any testing period. The testing period for this classification is once every 3 months. If you have taken an examination for this classification with the Department of State Hospitals- Atascadero, Coalinga, Metropolitan, Napa, Patton, Sacramento, Salinas Valley, Stockton, or Vacaville within the last 3 months, you are not eligible to compete in this examination.

FINAL FILE DATE

Continuous Testing – No Final File Date. Testing is considered continuous as dates can be set at any time.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark “yes” on Question #2 on the State Application (STD. 678). The Selection Services Unit will contact you to make special testing arrangements.
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**SALARY RANGE**

$4,430 - $5,488*  

*Salary reflects the increase effective 7/1/2015.

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your State Application (STD. 678) indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.

**MINIMUM QUALIFICATIONS**

Either I

Two years of experience in the California state service performing the duties of a Correctional Case Records Analyst, at least one year of which must have been at the level of a Correctional Case Records Analyst, Range C.

Or II

Experience: Three years of experience in a governmental law enforcement or criminal justice setting in the maintenance, processing, and control of criminal case records for persons committed to the jurisdiction of local, State, or Federal correctional agencies, including one year of supervisory experience. (Experience in the California state service applied toward this requirement must have been acquired at a level of responsibility equivalent to a Correctional Case Records Analyst, Range C.) and

Education: The equivalent to completion of four years of college. (Additional qualifying work experience may be substituted on a year-for-year basis for up to two years of the required college education.)

**SPECIAL PERSONAL CHARACTERISTICS**

Capacity for assuming progressively greater responsibility; and willingness to travel when required.

**JOB DESCRIPTION**

The Correctional Case Records series describes the work performed by analysts, supervisors, managers, and administrators in inmate and parole records offices of the Department of Corrections; and in the medical records offices in State Hospitals with a Penal Code population of the Department of State Hospitals.

Incumbents perform more difficult legal and policy interpretations related to processing, maintenance, and control of inmate or parolee records; supervise work of subordinate Correctional Case Records Analysts and supervising clerical staff; provide training to local staff on inmate and parolee record-related matters; acts as liaison with departmental units and County, State, and Federal agencies and with courts on more complex matters; may have responsibility for a specialized records function, or assist a higher level administrator who directs a variety of complex records units.

**EXAMINATION INFORMATION**

This examination will consist of a Training and Experience Examination – Weighted 100%

[CLICK HERE FOR THE TRAINING AND EXPERIENCE EXAMINATION.]

The examination will consist solely of a Training and Experience Examination. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Examination process.
EXAMINATION SCOPE

Knowledge of:
1. Determinate and indeterminate sentence and parole laws.
2. The classification process and purposes, activities, regulations, and functions of the California Department of Corrections, the Board of Prison Terms, the Narcotic Addict Evaluation Authority, and the Youth Authority as its operations relate to the California Department of Corrections.
3. Correctional administration.
4. Documents, forms, and processes used in the establishment, maintenance, control, and disposition of individual inmate and parolee criminal case records.
5. Training methods and planning and conducting in-service training programs.
6. Information disclosure statutes.
7. California Department of Corrections’ automated record-keeping systems.
8. A supervisor’s responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.
9. Principles of effective supervision

Ability to:
1. Define, interpret, and take action on legal documents and court orders.
2. Analyze inmate records and recognize and correct discrepancies and irregularities.
3. Prepare accurate and concise reports.
4. Make arithmetical computations.
5. Prioritize workload and meet deadlines.
6. Read and write English at a level required for successful job performance.
7. Make sound decisions and recommendations in regard to the record-keeping function.
8. Provide criminal identification services necessary to the administration of the Department of Corrections.
9. Disseminate information to administrative, legislative, and judicial agencies, attorneys, and the general public.
10. Learn, understand, retain, and recall a broad range of highly technical data and apply it to individual cases.
11. Follow oral and written instructions.
12. Communicate effectively with other staff, inmates, and informational sources.
13. Operate a personal computer to access, enter, and retrieve information.
14. Progressively perform more difficult and analytical tasks in the correctional case record-keeping process.
15. Plan, organize, and direct the work of subordinate staff and inmates.
16. Plan and prepare personnel, equipment, and supply budgets.
17. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ELIGIBLE LIST INFORMATION
A departmental open eligible list will be established for the Department of State Hospitals-
Atascadero, Coalinga, Metropolitan, Napa, and Patton. The eligible list will be used to fill vacancies at Atascadero, Coalinga, Metropolitan, Napa, and Patton. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS’ PREFERENCE
Veterans’ preference will be granted in this examination.
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BULLETIN REVISION DATE: 08/2016

GENERAL INFORMATION

For an examination without a written feature it is the competitor’s responsibility to contact the Department of State Hospitals, Selection Services Unit at (916) 651-8832 three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

State Applications (STD. 678) are available at the California Department of Human Resources, local offices of the Employment Development Department, the Department of State Hospitals, and accessible on the internet at www.CalHR.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

The Department of State Hospitals 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 change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant.

Eligible Lists: Eligible lists established by 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. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and 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 may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans’ Preference: Effective January 1, 2014, in accordance with Government Codes 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 percent disabled veteran, who achieves a passing score in an entrance 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) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans’ Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans’ Preference are on the Veterans’ Preference Application (Std. Form 1093), which is available at http://jobs.ca.gov/Job/VeteransInformation, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; or 3) substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the State Applications (STD. 678). (Section 4 of Article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S Street Sacramento, CA 95811.)