



MUSLIM CHAPLAIN

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 applications 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: The wearing of denim or gray sweats on institution grounds is prohibited.

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

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 by the final filing date.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

SALARY RANGE(S) As of: November 18, 2015

\$4,171 - \$5,476

MINIMUM QUALIFICATIONS Currently in good standing with the American Muslim Community, verified and approved by the local resident Imam where the applicant attends as a member. All candidates must attach to their application a letter of certification of good standing issued by the local resident Imam. **and**

Education: Completion of at least two years of Islamic Religious studies, including Islamic History, the Holy Quran, Principles of Faith and Articles of Faith in any masjid or college. **and**

Experience: Completion of the equivalent of one year of full-time supervised clinical or field training in the community. Such training to include Islamic religious counseling and guidance, religious education, and the care and welfare of the family as it relates to religious education. **and**

Completion of no less than two years' experience as an Imam or Instructress in the Islamic religion in a public or private institution or masjid.

Special Personal Characteristics: Insight into factors involved in the proper human development and of behavior problems, including a knowledge of mental disorders and principles of mental hygiene; demonstrated aptitude for working effectively with the socially abnormal; interest in the welfare and spiritual needs of institution residents; emotional stability; adaptability; firmness; patience; self-control; tact; good dress; neat personal appearance; pleasant and wholesome personality; good judgment in moral, ethical, and religious matters.

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.**

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. Factors involved in the development of behavior problems, including a knowledge of mental disorders and principles of mental hygiene.
 2. Purposes of mental and correctional institution.
 3. Methods of rehabilitation.
- B. Ability to:**
 1. Organize, prepare, and conduct Islamic religious services and courses on ethics, religion, and sacred music.
 2. Counsel institution residents and their families on moral and ethical problems.
 3. Establish rapport with institution residents.
 4. Analyze situations accurately and adopt an effective course of action.

EXAMINATION PLAN (CONTINUED) If **conditions merit**, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST INFORMATION A separate eligible list will be established to fill vacancies for the institution(s) on the attached listing. Names of successful candidates are merged onto 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) The **Muslim Chaplain**, under direction, provides spiritual and moral guidance to State institution residents, to conduct Islamic religious services and instructions; interviews and counsels youthful offenders or inmates on ethical and moral problems and spiritual matters; presides at Jumah Prayer services, Eids and Taiwah, Ramadan and other Islamic days of religious observance, and conducts other Islamic services as needed by the residents; organizes and instructs classes in Islamic religion and ethics; cooperates with other staff members in carrying out the institution treatment program; supervises the arranging of programs conducted in the institution by visiting religious and allied groups; assists in problems involving welfare agencies where family help is needed; visits the sick; works with residents in their group and club activities; counsels with families on problems involved in rehabilitation; explains and interprets the institution's religious program to community groups; serves, when designated, as a member of or consultant to the institution Classification Committee; and does other related duties.

Position(s) exist in CDCR institution(s) listed in on the attachment.

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 offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at <https://jobs.ca.gov/pdf/std678.pdf>.

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-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.

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 address(es) indicated below.

1605 AVENAL STATE PRISON
P.O. BOX 8
#1 Kings Way
Avenal, CA 93204
(559) 386-0587 EXT. 5082
TRS: DIAL 7-1-1

3612 CALIFORNIA INSTITUTION FOR MEN
P.O. BOX 128
14901 Central Avenue
Chino, CA 91708
(909) 597-1821 EXT. 4651
TRS: DIAL 7-1-1

3310 CALIFORNIA REHABILITATION CENTER
P.O. BOX 1841
5th and Western
Norco, CA 92860
(951) 273-2945
TRS: DIAL 7-1-1

**4144 CALIFORNIA STATE PRISON,
SACRAMENTO**
P.O. BOX 290010
Represa, CA 95671
(916) 985-8610 EXT. 5330
TRS: DIAL 7-1-1

**1608 CALIFORNIA SUBSTANCE ABUSE
TREATMENT FACILITY AT CORCORAN**
P.O. BOX 7100
900 Quebec Avenue
Corcoran, CA 93212
(559) 992-7100 EXT. 5640
TRS: DIAL 7-1-1

**2003 CENTRAL CALIFORNIA WOMEN'S
FACILITY**
P.O. BOX 1501
23370 Road 22
Chowchilla, CA 93610
(559) 665-5531 EXT. 5045
TRS: DIAL 7-1-1

3404 FOLSOM STATE PRISON
P.O. BOX 910
Folsom, CA 95763
(916) 985-2561 EXT. 4774
TRS: DIAL 7-1-1

1522 KERN VALLEY STATE PRISON
3000 West Cecil Avenue
Delano, CA 93216
(661) 721-6300 EXT. 5606
TRS: DIAL 7-1-1

**3907 NORTHERN CALIFORNIA YOUTH
CORRECTIONAL FACILITY**
P.O. BOX 213004
7650 South Newcastle Road
Stockton, CA 95213
(209) 944-6181
TRS: DIAL 7-1-1

**3715 RICHARD J. DONOVAN CORRECTIONAL
FACILITY**
480 Alta Road
San Diego, CA 92179
(619) 661- 6500 EXT. 7807
TRS: DIAL 7-1-1

2004 VALLEY STATE PRISON
P.O. BOX 99
21633 Avenue 24
Chowchilla, CA 93610
(559) 665-6100 EXT. 5600
TRS: DIAL 7-1-1

1503 CALIFORNIA CORRECTIONAL INSTITUTION
P.O. BOX 1031
24900 Highway 202
Tehachapi, CA 93581
(661) 822-4402 EXT. 4380
TRS: DIAL 7-1-1

4804 CALIFORNIA MEDICAL FACILITY
P.O. BOX 2000
1600 California Drive
Vacaville, CA 95696
(707) 448-6841 EXT. 2296
TRS: DIAL 7-1-1

1606 CALIFORNIA STATE PRISON, CORCORAN
P.O. BOX 8800
4001 King Avenue
Corcoran, CA 93212
(559) 992-8800 EXT. 5080
TRS: DIAL 7-1-1

**2102 CALIFORNIA STATE PRISON,
SAN QUENTIN**
San Quentin, CA 94964
(415) 454-1460 EXT. 5820
TRS: DIAL 7-1-1

1307 CALIPATRIA STATE PRISON
P.O. BOX 5001
7018 Blair Road
Calipatria, CA 92233
(760) 348-7000 EXT. 5200
TRS: DIAL 7-1-1

2701 CORRECTIONAL TRAINING FACILITY
P.O. BOX 686
Highway 101 North
Soledad, CA 93960
(831) 678-3951 EXT. 4585
TRS: DIAL 7-1-1

1805 HIGH DESERT STATE PRISON
P.O. BOX 270220
Susanville, CA 96127
(530) 251-5100 EXT. 5631
TRS: DIAL 7-1-1

0309 MULE CREEK STATE PRISON
P.O. BOX 409099
4001 Highway 104
Ione, CA 95640
(209) 274-4911 EXT. 5201
TRS: DIAL 7-1-1

0802 PELICAN BAY STATE PRISON
P.O. BOX 7200
5905 Lake Earl Drive
Crescent City, CA 95531
(707) 465-9198
TRS: DIAL 7-1-1

2708 SALINAS VALLEY STATE PRISON
P.O. BOX 1020
31625 Highway 101
Soledad, CA 93960
(831) 678-5500 EXT. 5584
TRS: DIAL 7-1-1

**4135 WASCO STATE PRISON
RECEPTION CENTER**
P.O. BOX 8800
701 Scofield Avenue
Wasco, CA 93280
(661) 758-8400 EXT. 5170
TRS: DIAL 7-1-1

3914 CALIFORNIA HEALTH CARE FACILITY
P.O. BOX 32050
7707 S. Austin Road
Stockton, CA 95213
(209) 467-2644
TRS: DIAL 7-1-1

4005 CALIFORNIA MEN'S COLONY
P.O. BOX 8101
Highway 1
San Luis Obispo, CA 93403
(805) 547-7946
TRS: DIAL 7-1-1

**1995 CALIFORNIA STATE PRISON,
LOS ANGELES COUNTY**
44750 60th Street West
Lancaster, CA 93536
(661) 720-2000 EXT. 5200
TRS: DIAL 7-1-1

4811 CALIFORNIA STATE PRISON, SOLANO
P.O. BOX 4000
2100 Peabody Road
Vacaville, CA 95696
(707) 451-0182 EXT. 5552
TRS: DIAL 7-1-1

1308 CENTINELA STATE PRISON
P.O. BOX 731
2302 Brown Road
Imperial, CA 92251
(760) 337-7900 EXT. 5215
TRS: DIAL 7-1-1

3901 DEUEL VOCATIONAL INSTITUTION
P.O. BOX 400
23500 Kasson Road
Tracy, CA 95378
(209) 835-4141 EXT. 5610
TRS: DIAL 7-1-1

3329 IRONWOOD STATE PRISON
P.O. BOX 2229
19005 Wiley's Well Road
Blythe, CA 92226
(760) 921-3000 EXT. 5408
TRS: DIAL 7-1-1

1514 NORTH KERN STATE PRISON
P.O. BOX 5007
2737 West Cecil Avenue
Delano, CA 93216
(661) 721-2345 EXT. 6703
TRS: DIAL 7-1-1

1015 PLEASANT VALLEY STATE PRISON
P.O. BOX 8506
24863 West Jayne Avenue
Coalinga, CA 93210
(559) 935-4900 EXT. 5635
TRS: DIAL 7-1-1

5505 SIERRA CONSERVATION CENTER
P.O. BOX 497
5100 O'Byrnes Ferry Road
Jamestown, CA 95327
(209) 984-5291 EXT. 5311
TRS: DIAL 7-1-1