



FOOD ADMINISTRATOR I, (CORRECTIONAL FACILITY) California Correctional Health Care Services

OPEN – CONTINUOUS FILING

Position Information

Positions currently exist statewide with the California Correctional Health Care Services.

A Food Administrator I, (Correctional Facility), under direction in the Department of Corrections or Department of the Youth Authority, either (1) in a small State correctional facility, to plan, direct, and coordinate all food service and dietary activities, or (2) in a large State correctional facility to plan, organize, and direct the therapeutic diet program; to organize and conduct training programs for food service personnel; as assigned, to assist in the administration of the food service department; to maintain order and supervise the conduct of inmates, wards, residents, or patients; to protect and maintain the safety of persons and property; and to do other related work.

Salary and Benefit Information

Currently, as of July 1, 2013: \$4,193 - \$5,250 per month

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

Who Can Apply

All applicants who meet the education and/or experience requirements as stated below may apply.

Minimum Qualifications

Qualifying experience may be combined on a proportionate basis if the requirements stated below 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.

Either I

Experience: One year of experience in California state service performing the duties of a Dietitian.

Or II

Experience: One year of experience in a hospital as a dietitian, nutritionist, or food service manager, with responsibility for the technical direction of a group of diet pantry employees.

And

Education: Equivalent to graduation from college and completion of an approved internship in institutional management or dietetics. (Membership in the American Dietetic Association or eligibility for such membership may be substituted for the required internship.)

CONTACT
INFORMATION
ON THE WEB

www.cphcs.ca.gov

www.ChangingPrisonHealthCare.org

We are an Equal Employment
Opportunity employer to all
regardless of race, color, creed,
national origin, ancestry, sex, marital
status, disability, religious or political
affiliation, age, or sexual orientation.



**Food Administrator I,
Correctional Facility**

*California
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Minimum Qualifications (Continued)

Or III

Experience: Three years of experience as a dietitian, nutritionist, or food service manager with responsibility for the technical direction of a group of dietary unit employees, one year of which must have been under the supervision of a professionally trained dietitian.

And

Education: Equivalent to graduation from college with a Bachelor's Degree in Foods, Nutrition, or Institution Management.

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.

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.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Examination Information

This examination will consist solely of an evaluation of each candidate's experience and/or education related to the duties of this position. For this reason, it is especially important that candidates accurately complete their applications. You are encouraged to list all experience(s) relevant to the "Position Information" and "Minimum Qualifications" shown on this bulletin. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.



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How to Apply and Test

Submit an Examination Application (Std. Form 678) and Conditions of Employment (Form 631) for this examination.

By mail:

California Correctional Health
Care Services
Selection Services Section, Bldg D1
P.O. Box 588500
Elk Grove, CA 95758

In person:

California Correctional Health
Care Services
8280 Longleaf Drive
Suite 101 Drop Box
Elk Grove, CA 95758

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources.

Only applications with an original signature will be accepted.

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services' Selection Services Section at (916) 691-5894 to make specific arrangements. The State Application can be found at www.jobs.ca.gov.

Eligible List Information

The resulting eligible list will be established to fill vacancies within the California Correctional Health Care Services. Names of successful candidates are merged onto the list in order of final scores, 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. Competitors must then retake the Education and Experience examination to re-establish eligibility.

Veterans Points and Career Credits

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.



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General Information

Applications are available at the State's career website at jobs.ca.gov, local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

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

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional Health Care Services 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 revisions will be in accordance with civil service laws and rules and all competitors will be notified.

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 may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

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 Examination Information, call
(916) 691-5894 or 1-877-793-4473.

California Relay Service for the Deaf or Hearing Impaired:
1-800-735-2929.

This bulletin cancels and supersedes all previously issued bulletins.

FOOD ADMINISTRATOR I, CF

CONDITIONS OF EMPLOYMENT FORM – CDCR ADULT & YOUTH FACILITY LISTING ONLY

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. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence. 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 ARE WILLING TO 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
 (K) Limited-Term Full-Time

- (R) Permanent Part-Time
 (U) Limited Term Part-Time

- (T) Permanent Intermittent
 (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.

NOTE: California State Prison has been abbreviated to "CSP". Youth Correctional Facility has been abbreviated to "YCF".

(5) ANYWHERE IN THE STATE – If this box is marked, no further selection is necessary.

7238 UPPER NORTHERN REGION – If this box is marked, no further selection is necessary.

ADULT FACILITIES:

0802 Pelican Bay State Prison
Crescent City, Del Norte County

1802 California Correctional Center
Susanville, Lassen County

1805 High Desert State Prison
Susanville, Lassen County

7231 NORTHERN REGION – If this box is marked, no further selection is necessary.

ADULT FACILITIES:

0309 Mule Creek State Prison
Ione, Amador County

2102 CSP, San Quentin
San Quentin, San Joaquin County

3400 Headquarters
Elk Grove, Sacramento County

3404 Folsom State Prison
Represa, Sacramento County

3417 Richard A. McGee Correctional Training Center
Galt, Sacramento County

3423 CSP, Sacramento
Represa, Sacramento County

3901 Deuel Vocational Institution
Tracy, San Joaquin County

3902 DeWitt Correctional Facility
Stockton, San Joaquin County

3914 California Health Care Facility
Stockton, San Joaquin County

4804 California Medical Facility
Vacaville, Solano County

4811 CSP, Solano
Vacaville, Solano County

5505 Sierra Conservation Center
Jamestown, Tuolumne County

YOUTH FACILITIES:

0311 Pine Grove Youth
Pine Grove, Amador County

3907 Northern California YCF
Stockton, San Joaquin County

3908 O.H. Close YCF
Stockton, San Joaquin County

3917 N.A. Chaderjian YCF
Stockton, San Joaquin County

7232 CENTRAL REGION – If this box is marked, no further selection is necessary.

ADULT FACILITIES:

1015 Pleasant Valley State Prison
Coalinga, Fresno County

1513 Wasco State Prison
Wasco, Kern County

1514 North Kern State Prison
Delano, Kern County

1522 Kern Valley State Prison
Delano, Kern County

1605 Avenal State Prison
Avenal, Kings County

1606 CSP, Corcoran
Corcoran, Kings County

1608 California Substance Abuse Treatment Facility
Corcoran, Kings County

2003 Central California Women's Facility
Chowchilla, Madera County

2004 Valley State Prison for Women
Chowchilla, Madera County

2701 Correctional Training Facility
Soledad, Monterey County

2708 Salinas Valley State Prison
Soledad, Monterey County

4005 California Men's Colony
Corcoran, Kings County

7233 SOUTHERN REGION – If this box is marked, no further selection is necessary.

ADULT FACILITIES:

1307 Calipatria State Prison
Calipatria, Imperial County

1308 Centinela State Prison
Imperial, Imperial County

1503 California Correctional Institution
Tehachapi, Kern County

1523 California City Correctional Facility
California City, Kern County

1995 CSP, Los Angeles
Lancaster, Los Angeles County

3310 California Rehabilitation Center
Norco, Riverside County

3313 Chuckawalla Valley State Prison
Blythe, Riverside County

3329 Ironwood State Prison
Blythe, Riverside County

3612 California Institution for Men
Chino, San Bernardino County

3613 California Institution for Women
Corona, San Bernardino County

3715 R.J. Donovan Correctional Facility
San Diego, San Diego County

YOUTH FACILITIES:

5610 Ventura YCF
Camarillo, Ventura County

Please notify California Correctional Health Care Services promptly of any changes of address or availability for employment at the following address: CCHCS, Selection Services Section, D1, P.O. Box 588500, Elk Grove, CA 95758.