OCCUPATIONAL THERAPIST, CORRECTIONAL FACILITY
California Correctional Health Care Services

OPEN – CONTINUOUS FILING

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

An Occupational Therapist, Correctional Facility, under direction, works as assigned with the psychiatrically, physically, and developmentally disabled patients in a clinic or unit program of a State correctional facility; protects and maintains the safety of persons and property; develops and implements the occupational therapy program based on initial assessment of patients’ physical and mental disabilities and coordinates these activities with the other institutional programs; works with the therapeutic team, planning treatment goals to maintain or improve motivation, work approach, physical or emotional condition; utilizes recognized therapeutic techniques in working toward these goals with groups or individual; and does other related work.

SALARY AND BENEFIT INFORMATION
Currently, as of July 1, 2017: $6,565 - $7,730 per month

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

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

MINIMUM QUALIFICATIONS
Registration with the National Registry of the American Occupational Therapy Association or eligibility for such registration. (Applicants who have completed the academic training required for registration will be admitted to the civil service examination, but they must also have completed the required clinical training before they will be considered eligible for appointment.)

Special Personal Characteristics: Empathetic understanding of patients of a State correctional facility including physically, mentally, and developmentally disabled persons; willingness to work in a State correctional facility; alertness; keenness of observation; tact; patience; and emotional stability.
MINIMUM QUALIFICATIONS (Continued)

Special Physical Characteristics: Persons appointed to this position 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 may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

EXAMINATION INFORMATION
This examination consists 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% must be attained.

HOW TO APPLY AND TEST
Submit an Examination Application (Std. Form 678) and Conditions of Employment (Form 631) for this examination either by mail or in person to the address listed below. The Std. Form 678 can be found at www.jobs.ca.gov. The Form 631 can be found on the last page of this examination bulletin.

By mail: California Correctional Health Care Services Examination Services , 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’ Examination Services at (916) 691-5894 to make specific arrangements.
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 examination to re-establish list eligibility.

VETERAN’S PREFERENCE AND CAREER CREDITS
Veteran’s Preference will be awarded in this examination. All persons who successfully pass this examination, who qualify for, and have requested Veteran’s Preference will be placed in Rank 1 of the respective eligibility list, regardless of score. Career credits will not be granted in this examination.
Occupational Therapist, Correctional Facility

California Correctional Health Care Services’ vision is to provide constitutionally adequate medical care to patient-inmates of the California Department of Corrections and Rehabilitation within a delivery system the State can successfully manage and sustain.

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).

Veteran’s Preference: California law allows the granting of Veteran’s Preference to any veteran, widow, or widower of a veteran, or spouse of a 100% disabled veteran who achieves a passing score in any Open examination to be ranked in the top rank of the resulting eligibility list. Directions to apply for Veteran’s Preference are on the Veteran’s Preference Application (CalHR 1093) which is available from Department of Human Resources at http://jobs.ca.gov/Job/VeteransInformation and the Department of Veterans Affairs at http://www.calvet.ca.gov/ Veteran’s Preference is not granted once a person achieves permanent civil service status.

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.
OCCUPATIONAL THERAPIST, CORRECTIONAL FACILITY
Conditions of Employment (Form 631)

Name: ____________________________________________

INSTRUCTIONS

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 exam, 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.

TYPE OF APPOINTMENT YOU ARE WILLING TO ACCEPT

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

☐ Any  ☐ Permanent Full-Time  ☐ Limited-Term Full-Time  ☐ Limited-Term Part-Time  ☐ Permanent Part-Time  ☐ Permanent Intermittent

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.

LOCATIONS YOU ARE WILLING TO WORK

☐ (0005) ANYWHERE IN THE STATE – If this box is marked, no further selection is necessary.

NORTHERN REGION

☐ 0300 Mule Creek State Prison
   Ione, Amador County
☐ 0800 Pelican Bay State Prison
   Crescent City, Del Norte County
☐ 1800 California Correctional Center
   Susanville, Lassen County
☐ 1800 High Desert State Prison
   Susanville, Lassen County
☐ 2100 San Quentin State Prison
   San Quentin, Marin County
☐ 3400 Headquarters
   Elk Grove, Sacramento County
☐ 3400 Folsom State Prison
   Represa, Sacramento County
☐ 3400 CSP, Sacramento
   Represa, Sacramento County
☐ 3900 Deuel Vocational Institution
   Tracy, San Joaquin County
☐ 3900 California Health Care Facility/
   DeWitt Correctional Facility
   Stockton, San Joaquin County
☐ 4800 California Medical Facility
   Vacaville, Solano County
☐ 4800 CSP, Solano
   Vacaville, Solano County
☐ 5500 Sierra Conservation Center
   Jamestown, Tuolumne County

CENTRAL REGION

☐ 1000 Pleasant Valley State Prison
   Coalinga, Fresno County
☐ 1500 North Kern State Prison
   Delano, Kern County
☐ 1500 Kern Valley State Prison
   Delano, Kern County
☐ 1600 Avenal State Prison
   Avenal, Kings County
☐ 1600 CSP, Corcoran
   Corcoran, Kings County
☐ 1600 California Substance Abuse Treatment Facility
   Corcoran, Kings County
☐ 2000 Central California Women’s Facility
   Chowchilla, Madera County
☐ 2000 Valley State Prison
   Chowchilla, Madera County
☐ 2700 Correctional Training Facility
   Soledad, Monterey County
☐ 2700 Salinas Valley State Prison
   Soledad, Monterey County
☐ 4000 California Men’s Colony
   San Luis Obispo, San Luis Obispo County

SOUTHERN REGION

☐ 1300 Calipatria State Prison
   Calipatria, Imperial County
☐ 1300 Centinela State Prison
   Imperial, Imperial County
☐ 1500 California Correctional Institution
   Tehachapi, Kern County
☐ 1500 Wasco State Prison
   Wasco, Kern County
☐ 1500 California City Correctional Facility
   California City, Kern County
☐ 1900 CSP, Los Angeles
   Lancaster, Los Angeles County
☐ 3300 California Rehabilitation Center
   Norco, Riverside County
☐ 3300 Chuckawalla Valley State Prison
   Blythe, Riverside County
☐ 3300 Ironwood State Prison
   Blythe, Riverside County
☐ 3600 California Institution for Men
   Chino, San Bernardino County
☐ 3600 California Institution for Women
   Corona, San Bernardino County
☐ 3700 R.J. Donovan Correctional Facility
   San Diego, San Diego County

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

Release Date: 07/09/07
Revised Date: 08/10/17
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