



# CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES



## FOOD ADMINISTRATOR I (CORRECTIONAL FACILITY)

**Exam Code: 9RC03**

**Department:** California Correctional Health Care Services

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

### CLASSIFICATION DETAILS

**Food Administrator I (Correctional Facility) (2153)** – \$7,147 - \$8,949 per month.

View the [Food Administrator I \(Correctional Facility\)](#) classification specification.

### APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Cutoff Date: 1<sup>st</sup> of every month

#### **Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **six (6) months**.

#### **How To Apply:**

Applicants are required to submit (1) a [State Application](#) (Std. Form 678) and (2) [Conditions of Employment](#) (Form 631) for this examination either via email, by mail, or in person to the addresses listed below.

#### **Via Email**

[CPHCSSelectionServices@cdcr.ca.gov](mailto:CPHCSSelectionServices@cdcr.ca.gov)

#### **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  
Lobby Drop Box  
Elk Grove, CA 95758

Due to COVID-19, we have limited staff working in the office. Therefore, the preferred method of application submittal at this time is via email. Mailed and dropped off applications will still be accepted, but may have delays in processing.

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 (CalHR).

Only applications with an original signature will be accepted.

Dates printed on mobile barcodes or equivalent mobile print technology shall not be considered postmarks and, as such, are not acceptable proof of the date an application was filed.

Applications MUST include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information MUST include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable). Applications received without this information may have delays in processing and/or may be rejected.

**Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact the department listed in the Contact Information section of this bulletin.

**MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

**Food Administrator I (Correctional Facility)****Either I**

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

**Or II**

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.)

**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 incarcerated persons.

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

**Applicants possessing the required license/certificate at the time of application must show the number, title, and expiration date on their Examination Application (Std. Form 678).**

**OUT OF CLASS EXPERIENCE:** A completion of an "out-of-class (OOC) assignment memorandum", dated within one year of assignment completion, is required to use OOC experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from their Classification and Pay Analyst or institutional Personnel Liaison. OOC experience without the required documentation cannot be considered for examination purposes.

## **POSITION DESCRIPTION**

### **Food Administrator I (Correctional Facility)**

A Food Administrator I (Correctional Facility), under direction, either (1) in a small State correctional facility, plans, directs, and coordinates, all food service and dietary activities; or (2) in a large State correctional facility plans, organizes, and directs the therapeutic diet program; organizes and conducts training programs for food service personnel; assists in

the administration of the food service department; maintains order and supervises the conduct of incarcerated persons, wards, residents, or patients; protects and maintains the safety of persons and property; and does other related work.

Positions exist statewide.

## **EXAMINATION SCOPE**

This examination consists of the following components:

### **Education and Experience Rating – Weighted 100% of the final score.**

The examination will consist solely of an **Education and Experience Rating**. For this reason, it is especially important to include all of your education and/or experience related to the “Minimum Qualifications” and “Position Description” listed on this bulletin in your application. To obtain a position on the eligible list, a minimum score of 70% must be received.

Applicants who meet the minimum qualifications will be sent their scores approximately 2-3 weeks from the date the application is received.

In addition to evaluating applicants’ relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each examination component will be measuring competitively, relative to job demands, each applicant’s:

#### **Knowledge of:**

1. Principles and practices of nutrition and dietetics;
2. Food-handling sanitation and the sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas;
3. Effective personnel management practices;
4. Food accounting;
5. Use of purchase orders for food and equipment;
6. Preparation and use of recipes in a food control program;
7. Principles and practices of quantity cooking;
8. Training methods;
9. Specifications and plans for suitable buildings, working areas, and equipment for culinary departments;
10. Department’s Equal Employment Opportunity (EEO) Program objectives;
11. A manager’s role in the EEO Program and the processes available to meet EEO objectives.

#### **Skill in:**

1. Judging food quality.

#### **Ability to:**

1. Apply the principles and practices of nutrition and dietetics;
2. Plan, organize, and direct the work of others;
3. Adjust rations to changing needs;
4. Keep inventories and make requisitions;
5. Apply the principles and practices of quantity cooking;

6. Plan and conduct in-service training programs;
7. Analyze situations accurately and adopt an effective course of action;
8. Keep records and prepare reports;
9. Effectively contribute to the Department's EEO objectives.

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Food Administrator I (Correctional Facility) classification will be established for:

### California Correctional Health Care Services

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of examination date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans' status is verified by the California Department of Human Resources (CalHR). Information on this program and the [Veterans' Preference Application](#) (Std. Form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career credits are not granted in examinations administered on an open basis.

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the examination.

In an effort to streamline the examination process, please create a [CalCareer Account](#) with CalHR. A CalCareer Account is a one stop shop for taking civil service examinations, applying for state jobs, and provides storage and organization for your documents and communications stemming from job opportunities, all in a paperless format. To sign up for a CalCareer Account, or log in to your existing account, [Click here](#).

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above. If you are using the education requirement to meet the Minimum Qualifications (MQs) for this exam, please attach a copy of all your unofficial transcripts that show the completion of the required education. Applicants who completed their education outside of the United States (with foreign degrees/transcripts)

must obtain and submit verification of United States course/degree equivalency at the time you are submitting your exam. Foreign education credential evaluation services can be found at [NACES | National Association of Credential Evaluation Services](https://www.naces.org/).

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TESTING DEPARTMENTS

California Correctional Health Care Services

## CONTACT INFORMATION

If you have any technical or administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

California Correctional Health Care Services

Attn: Examination Services

8280 Longleaf Drive

Elk Grove, CA 95758

Phone: (916) 691-5894

Email: [CPHCSSelectionServices@cdcr.ca.gov](mailto:CPHCSSelectionServices@cdcr.ca.gov)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## EQUAL 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 of 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.

## DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

## DRUG-FREE STATEMENT

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

## GENERAL INFORMATION

Examination and/or Employment Application (Std. Form 678) forms are available at CalHR, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

CCHCS 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 laws and rules and all applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental 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 the bulletin.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> 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; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor 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.

This bulletin cancels and supersedes all previously issued bulletins.