



CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES



FOOD ADMINISTRATOR II (CORRECTIONAL FACILITY)

Exam Code: 3RC04

Department: California Correctional Health Care Services

Exam Type: Departmental, Open Spot

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Food Administrator II (Correctional Facility) (2147) – \$6,408 - \$7,961 per month.

View the [classification specification](#) for the Food Administrator II (Correctional Facility) classification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Cutoff Date: 1st 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 retest 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 by mail, in person or via email to the addresses listed below.

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

Via Email

CPHCSSelectionServices@cdcr.ca.gov

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.

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.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing 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 II (Correctional Facility)

Either I

One year of experience in California state service performing the duties of a Food Administrator I (Correctional Facility), or Food Administrator I.

Or II

Experience: Two years of experience in a position comparable to that of a dietitian, nutritionist, or food service manager which has included supervisory responsibility for a program of food preparation, serving, buying, storage, and nutritional accounting in a hospital, school, industrial plant, or similar organization serving a minimum of 500 persons per meal. **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.)

Special Personal Characteristics: Sympathetic understanding of and willingness to work with the resident population of a State correctional facility; demonstrated supervisory ability; 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 may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

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.

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).

POSITION DESCRIPTION

Food Administrator II (Correctional Facility)

A Food Administrator II (Correctional Facility), under general direction, in a large State correctional facility (normally a facility serving three meals a day to 500 or more patients and employees), plans, directs, and coordinates all food service and dietary activities; develops, interprets, and applies standards and procedures governing the operation of the food service department; plans menus, estimates food requirements, and directs the preparation and service of food in accordance with the State food control system; inspects food facilities for compliance with sanitary, safety, and housekeeping standards; prepares budgets and quarterly food estimates; supervises the requisitioning, receiving, inspecting, storing, and inventorying of supplies; integrates the feeding program with other programs of the correctional facility; selects and trains staff, evaluates their performance, and takes or recommends appropriate action; plans and conducts in-service training programs for food service staff; maintains order and supervises the conduct of inmates; prevents injury or escape by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches

inmates or patients for contraband, such as weapons or illegal drugs; and does other related work.

Positions exist in the following locations in California:

- California Health Care Facility, Stockton
- California Medical Facility, Vacaville

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.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Food Administrator II (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 **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.

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 the California Department of Human Resources. 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.

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

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.

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 the California Department of Human Resources, 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.

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 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 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; 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.