**HUMAN RESOURCES DIVISION**
**EDUCATION AND EXPERIENCE RATING SHEET INSTRUCTIONS**

**CORRECTIONAL PROGRAM OFFICER C**
**CORRECTIONAL PROGRAM OFFICER D**

**DEPARTMENT OF CORRECTION**

**Promotional Examination Date: May 15, 2010**

## SUMMARY OF EXAMINATION PROCESS:

**You will rate yourself:** In this examination component you will rate your own education, training, and work experience against a standard schedule. You do so by filling out the rating sheet. A standard schedule is a list of all types and levels of education, training, work experience, licensure, and other credentials which demonstrate your qualifications for the examination title and for which you may receive credit toward your examination score.

**Everything that will receive credit is listed in these instructions:** The standard schedule is included in these instructions that explain how to fill out the rating sheet. The circles on the rating sheet correspond to the items on the standard schedule. The amount of credit which each circle on the rating sheet will receive has been decided in advance and entered into a computer program. Your rating sheet will be machine scored using this program.

**DO NOT ATTEMPT TO FILL OUT THE RATING SHEET WITHOUT READING ALL OF THESE INSTRUCTIONS. OTHERWISE, YOU COULD RECEIVE A LOWER SCORE THAN YOU DESERVE. KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE.**

**Complete your rating sheet on your own to the best of your ability:** Accurate completion of the education and experience rating sheet is considered part of the examination. In order to guarantee that no one receives any type of unfair advantage in the rating process, be advised that we are unable to provide individualized assistance to any applicant in filling out the rating sheet. Positions in the Correctional Program Officer classifications require the ability to read and understand instructions and take necessary steps to remember and implement them. Failure to follow any instructions with this examination component is cause for disqualification.

**PLEASE, NO PHONE CALLS.**

## GENERAL INSTRUCTIONS:

Please carefully read and follow these instructions. They may differ from the instructions for other examinations that you may have taken.

**Fill out the worksheet in advance:** Fill out the worksheet version of the rating sheet before you go to the examination. You may download and print a copy of the worksheet and the E & E Rating Sheet Instructions from HRD's internet website at http://www.mass.gov/civilservice. At the examination, you will copy the information from the worksheet onto the actual rating sheet that is printed in red.

**How the worksheet will be used: Remember to bring your completed worksheet to the examination.** Once you have transferred the information from the worksheet onto the rating sheet, which will be used for scoring purposes, the examination proctor will collect the rating sheets. **Keep your worksheet for your own records.**

**GENERAL INSTRUCTIONS (Continued):**

The Human Resources Division (HRD) requires the submission of supporting documentation for all claims presented on your Rating Sheet. Please bring copies of this documentation such as official college transcripts, etc. with you to the examination site, or mail the copies to HRD within seven calendar days after the date of the examination (copies of documentation must be postmarked no later than **May 22, 2010**.) Work experience claims must be supported by an **Employment Verification Letter on official letterhead, with original signature of your appointing authority or his/her designee**. The appointing authority must provide starting and ending dates at each grade level and indicate whether this was full-time or part-time employment and whether this was permanent or acting service, dates for any breaks in service, as well as any other related data. ANY education claim that is not accompanied by supporting documentation, and/or any experience claim that is not accompanied by supporting documentation**,** will be removed from your original score. **No new type of credit can be claimed once you submit your education and experience Rating Sheet. The education and experience Rating Sheet must be submitted at the examination or by statute within seven days after the date of the examination.** Please be thorough.

For this exam series, HRD will accept electronic documents via email attachments for experience and education verification. The electronic version of an official employment verification letter should be submitted directly by the appointing authority or his/her designee. Similarly, letters that verify an applicant's teaching experience should be submitted directly by the teaching institutions. Applicants may submit electronically copies of their transcripts and DD214's. Please submit documents to civilservice@hrd.state.ma.us. Should the issue of authenticity ever arise with the electronic documents at any point during the review process or during the life of this promotional list, applicants must submit original supporting documentation to HRD.

Once you receive your examination score, you will have seventeen calendar days from the mailing of your score to file an appeal of the scoring of your Education and Experience points.

Be prepared to provide copies of supporting documentation such as college transcripts, copies of licenses, etc. to the appointing authority upon request.

**Have these in front of you when you fill out the worksheet:** You need the examination poster and the notice to appear when you fill out Section II (Eligibility) of the rating sheet. Carefully read each section of these instructions before filling out the corresponding section of the rating sheet. These instructions take precedence over printed headings on the rating sheet. If these instructions say to skip a question on the rating sheet, skip it.

**When you fill out the actual rating sheet at the examination site:**

- Use only a No. 2 pencil to fill out the rating sheet.
- Fill in the circles corresponding to your responses completely.
- Erase errors and stray pencil marks completely and cleanly.
- Do not staple or fold the rating sheet.

**I. IDENTIFICATION:**

**Name, date of birth, date:** Print your name, date of birth, and today's date in the spaces provided. Sign your name in the space marked signature.

**Signature:** Information you provide on this form is subject to verification by the Human Resources Division and the appointing authority. Your signature indicates that you know false information may result in disqualification and possible penalties of perjury.

**Announcement number:** Find the number on the examination announcement. Enter that number in the ann. no. block of the rating sheet. Fill in the circles corresponding to that number.

**Social Security Number:** Enter your social security number in the social security no. block of the rating sheet. Fill in the circles corresponding to that number.

## II. ELIGIBILITY: INSTRUCTIONS FOR PROMOTIONAL EXAMINATIONS

These instructions explain how to indicate your eligibility for a promotional examination **as of the date of the examination.** Contact your local personnel office if you need more information about your civil service status, or if you are unsure of how the following questions apply to your eligibility.

IIA.(1) **You must meet this requirement to be eligible:** Answer *yes* if you have been employed in the specified department for the past 12 full months before the examination date as a permanent or temporary civil service employee. If you answer *no* or leave this item blank, you will be marked ineligible for this examination.

**YOU MUST ALSO MEET THE REQUIREMENTS IN IIA.(2) TO BE ELIGIBLE.**

IIA.(2) Answer yes if you have ever been employed in the Department of Correction as a temporary or permanent civil service employee in one of the eligible titles listed on the poster for at least 12 full months prior to the date of the examination. If the answer is *yes* and you answered *yes* to section IIA.(1), you are eligible. If you answer *no*, or leave this item blank, you will be marked ineligible for this examination.

IIB., IIC. Do not answer. Not applicable to this examination.

## III. WORK EXPERIENCE:

**Rate each category of work experience described on the next page:** In this section you rate your work experience as of the date of the examination based on type, amount, and recency. Read the description of work in each category on the following page of these instructions, beginning with the first category and working down the page.

**There are separate places to put recent and older experience in each category:** If you have experience in a category, fill in the circle to the right of that category in column (1) corresponding to the amount of experience you have had within 5 years (on or after May 15, 2005) of the examination. Fill in a circle to the right of that category in column (2) corresponding to the amount of experience you had in that same category more than five years before the examination date (before May 15, 2005).

- Do not rate any category in which you have less than one month of experience and do not indicate the same work experience in more than one category. **Count 16 or more work days (shifts) in a month, or 172 hours, as a full month.**
- Prorate part-time experience on the basis of a 40-hour work week. Example: If you worked 20 hours per week for 30 months, that is prorated as 15 months. Therefore, you should fill in the range for 12-23 months.
- Do not fill in more than one circle in the same column. You may, however, have a circle in both column (1) and column (2) of the same category as follows: Recent experience (within 5 years of the examination date) receives more credit than older experience. That is why there are two columns on the form for each category. Note that column (1) is within 5 years of the examination date (on or after May 15, 2005) and column (2) is more than 5 years before the examination date (before May 15, 2005). If your work experience in any category includes time both within 5 years of the examination date and more than 5 years prior to that date use both columns as needed.

**Example:** As of the examination date, you have been performing the work described in Category 3 for 8 years and 6 months. Fill in the circle **to the right** of the time range 48-59 months in Category 3, column (1) to reflect your Category 3 experience **within** five years of the examination date. Also fill in the circle **to the right** of the time range 36-47 months in Category 3, column (2) to reflect your remaining 3 years and 6 months of Category 3 experience which occurred **more than** five years prior to the examination date.

## III. WORK EXPERIENCE (Continued):

| Category 2 | (1) | (2) |
|---|---|---|
| Under 6 months | O | O |
| 6 - 11 months | O | O |
| 12 - 23 months | O | O |
| 24 - 35 months | O | O |
| 36 - 47 months | O | ● |
| 48 - 59 months | ● | O |
| 60 - 71 months | | O |
| Over 71 months | | O |

**Caution:** Note that the maximum score for any single category is 48-59 months for recent experience plus "over 71 months" of experience which occurred more than five years prior to the date of the examination. In the above example, if you just entered “Over 71 months” in column (2) you’d lose credit for your most recent five years of experience.

**Categories 1-4 include experience at the Department of Correction <u>only</u>.**

Supervision is defined as having direct supervisory responsibility over those in the organizational unit, including the assignment of work and review of performance.

**Category 1:** Experience in the **specified department** as a **Correctional Program Officer D (or III),** or as a supervisor of employees in Category 2. Experience from **May 15, 2005 to May 15, 2010** should be recorded in column (1). Experience **prior to May 15, 2005** should be recorded in column (2).

**Category 2:** Experience in the **specified department** as a **Correctional Program Officer C (or II),** or as a supervisor of employees in Category 3. **Do not include experience for which you have given yourself credit in a previous category.** Experience from **May 15, 2005 to May 15, 2010** should be recorded in column (1). Experience **prior to May 15, 2005** should be recorded in column (2).

**Category 3:** Experience in the **specified department** as a **Correctional Program Officer A/B (or I), Social Worker II, I** or as a supervisor of employees in Category 4. **Do not include experience for which you have given yourself credit in a previous category.** Experience from **May 15, 2005 to May 15, 2010** should be recorded in column (1). Experience **prior to May 15, 2005** should be recorded in column (2).

**Category 4:** All other experience in the **Department of Correction**, not previously credited in Categories 1-3. **Do not include experience for which you have given yourself credit in a previous category.** Experience from **May 15, 2005 to May 15, 2010** should be recorded in column (1). Experience **prior to May 15, 2005** should be recorded in column (2).

**Categories 5-6 include experience outside the Department of Correction <u>only.</u>**

**Category 5:** Experience **outside** the **specified department** in a supervisory capacity in work whose major duties involved the counseling and/or rehabilitation of criminal offenders, inmates, or prisoners. **Experience from May 15, 2005 to May 15, 2010** should be recorded in column (1). Experience **prior to May 15, 2005** should be recorded in column (2).

**Category 6:** Experience **outside** the **specified department** in a non-supervisory capacity in work whose major duties involved the counseling and/or rehabilitation of criminal offenders, inmates, or prisoners. **Do not include experience for which you have given yourself credit in a previous category.** Experience from **May 15, 2005 to May 15, 2010** should be recorded in column (1). Experience **prior to May 15, 2005** should be recorded in column (2).

**Category 7:** Experience **outside** the **specified department** in work whose major duties involved providing counseling and/or rehabilitation services to clients. **Do not include experience for which you have given yourself credit in a previous category.** Experience from **May 15, 2005 to May 15, 2010** should be recorded in column (1). Experience **prior to May 15, 2005** should be recorded in column (2).

## III. WORK EXPERIENCE (Continued):

**Category 8:** Experience **outside** the **specified department** in work whose major duties involved the care and custody of criminal offenders, inmates, or prisoners. **Do not include experience for which you have given yourself credit in a previous category.** Experience from **May 15, 2005 to May 15, 2010** should be recorded in column (1). Experience **prior to May 15, 2005** should be recorded in column (2).

## IV. EDUCATION AND TRAINING:

Indicate your education and training as of the date of the examination.

IVA. (1, 2, 3) Do not answer. Not applicable to this examination.

IVB. **STEP 1 – Read the list of degrees in each category:**

**Category 1:** Counseling, psychology, social work, sociology or criminal justice.

**Category 2:** All other fields.

**STEP 2 – Indicate college degrees you have earned as follows:**

If you have a degree in a field listed in **Category 1**, indicate the **highest** degree you have received from a recognized college or university in the column for Category 1 and **make no entries** in Category 2. Finish reading this page and then read Step 3 on the next page.

A recognized college or university shall mean an accredited higher education institution a) in the United States, or b) granting degrees (or degree program credits) that are recognized by an approved United States accrediting agency or that are transferable to an accredited higher education institution in the United States.

If you have a degree in a field listed in **Category 2** but not in Category 1, indicate the **highest** degree you have received from a recognized college or university in the column for Category 2 and **make no entries** in Category 1. If you do not have a degree, but have successfully earned credits toward a degree from a recognized college or university, **make no entries in either degree category, and go to Step 3.**

In either category, each level beyond "None" receives credit for an additional 60 semester hours. You will receive credit for all levels up to and including the one you checked. **Do not indicate the same degree more than once or in more than one category.** If you have not completed any degree, check "None".

**Example:** If you have a **Bachelor's** degree in a field listed in Category 1 fill in the circle next to Bachelor's in Category 1.

| | Category | |
|---|---|---|
| None | (1) ○ | (2) ○ |
| Associate's | (1) ○ | (2) ○ |
| Bachelor's | (1) ● | (2) ○ |
| Master's | (1) ○ | (2) ○ |
| Doctorate | (1) ○ | (2) ○ |

Note: If you have a Bachelor of Laws degree (LL.B.) you should fill in the circle next to "Doctorate" in Category 1.

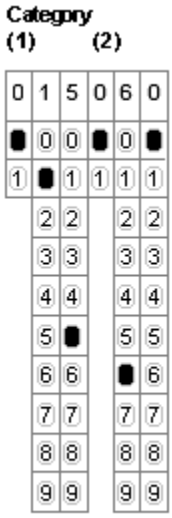
**STEP 3 - indicate successfully completed courses at a recognized college or university which were <u>not</u> counted toward a finished degree credited in step 2 as follows:**

In the circles to the right, indicate any additional **semester** hours not included in any of the degrees which you indicated. One year of education or training is equal to 30 **semester** hours or the equivalent.

**EDUCATION AND TRAINING (Continued):**

If you have two degrees at the same level (for example, two Bachelor's degrees) include the semester hours for the second degree here in the appropriate category. **Do not indicate the same college courses more than once or in more than one category.**

**Example:** If you claimed a Bachelor's degree in Category 1 in STEP 2 and then earned an additional 15 semester hours toward your Master's degree in a field listed in Category 1, fill in circles for 015 semester hours in Category 1. If you then earned a Master's degree in Category 2, fill in the circles for 060 in Category 2.




(**Note: Do not include continuing education units, workshops, in-service training or seminars. Only successfully completed courses taken toward an unfinished degree are creditable in this step. Do not "double-count" any transferred courses which were previously taken toward a completed degree claimed in STEP 2. Certificate programs are not degree programs and therefore, courses completed toward a certificate must first be transferred to a matriculated, degree program in order to be eligible for E & E credit.)**

IVC. Do not answer. Not applicable to this examination. No educational credits other than courses taken at recognized degree-granting institutions are credited for this examination.

**V. COLLATERAL SKILLS:**

VA. For each category, indicate the number of courses you have taught in a recognized college, university, Department of Correction's Correctional Program Officer recruit training academy, or non-degree granting school above the high school level as of the date of the examination. HRD does not credit teaching in-service workshops or classes. **DO NOT INDICATE THE SAME COURSE IN MORE THAN ONE CATEGORY. DO NOT COUNT THE SAME COURSE MORE THAN ONCE IF YOU HAVE INSTRUCTED IT ON MORE THAN ONE OCCASION.** Any claim of course teaching must be verified in writing by the teaching institutions. Instructor certificates alone are insufficient as proof of actual teaching.

**Category 1**: Counseling, psychology, social work, sociology or criminal justice.

**Category 2**: All other fields.

VB., VC., VD. Do not answer. Not applicable to this examination.