



COMMONWEALTH OF MASSACHUSETTS

invites applications for:

2018 Correctional Program Officer D (1YP)

SALARY: \$0.00 /BiWeekly

OPENING DATE: 12/13/17

CLOSING DATE: 01/17/18 11:59 PM

DESCRIPTION:

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Departmental Promotional Examination for Correctional Program Officer D

EXAMINATION DATE: February 17, 2018

DEADLINE TO APPLY: January 17, 2018

ELIGIBILITY: To be eligible for this examination you must be an employee in the DOC with permanent civil service status in a Correctional Program Officer C. You are also required to have been employed in the title of Correctional Program Officer C after certification from a civil service list, on a permanent or temporary civil service basis for twelve months immediately preceding the examination date. A combination of temporary and permanent service can be applied towards meeting this twelve month requirement. You must have permanent civil service status in Correctional Program Officer C as of the date of the examination in order to be eligible. Time spent pursuant to a temporary or provisional appointment in a higher title will not interrupt the service period in your permanent position. For the purpose of meeting this eligibility requirement, consider any time spent working provisionally in a position higher than your civil service title as experience in your civil service position.

ELIGIBLE LIST: Individuals placed on the resulting eligible list shall be eligible for certification from such list for such period as the administrator shall determine, but in any event not to exceed two years, unless otherwise outlined in Chapter 31, § 25 or the Human Resources Division's revocation policy.

EXAMINATION WEIGHTS: Your results on the written exam represent 60% of your final mark, with your rating in education and experience making up the remaining 40%. Applicants must get a passing mark on each of the weighted components in order to receive an overall (general average) examination score.

EXAMPLES OF ESSENTIAL DUTIES:

DUTIES: The title is used for Correctional Program Officers who are second-level supervisors and who supervise expert employees. Their reporting staff typically includes Correctional Program Officer at the D level.

EXAMINATION SUBJECTS:

The written examination will be designed to test, where practicable, the following competencies which have been established as qualifications for the position: knowledge of correctional administration; knowledge of correctional counseling; knowledge of criminal justice and law enforcement; knowledge of criminology; knowledge of public safety and security; knowledge of

agency policies, procedures, and practices; ability to order information; ability to reason mathematically; ability to read and understand information; ability to evaluate information against a set of standards; ability to identify the nature of problems; ability to apply general rules to specific problems to come up with logical answers; and ability to combine separate pieces of information to form general rules or conclusions; ability to identify developmental needs of others; ability to coordinate members of a work group to accomplish tasks; ability to provide guidance and direction to subordinates, including setting performance standards and monitoring subordinates; and ability to encourage and build trust, respect, and cooperation among team members.

READING LIST: Available at [Reading Lists](#).

TYPICAL QUALIFICATIONS:

APPLICATION: All applications must be received by the application deadline, and accompanied by an examination processing fee of \$150. You will have received two confirmation emails when you have completed the process: one email confirming your application has been received, and one email confirming your payment has been received. Your application is not complete until you have received both emails. If you have not submitted payment of the examination processing fee on or before January 17, 2018, your application will not be accepted.

EDUCATION & EXPERIENCE (E&E): All applicants must complete the 2018 Correctional Program Officer C&D Promotional Series E&E Claim application online. Instructions regarding this E&E Claim application will be emailed to candidates prior to the examination date and made available online. A confirmation email will be sent upon successful submission of an E&E Claim application.

All claims and supporting documentation must be received within 7 calendar days following the examination. Please read the instructions for submitting claims and supporting documentation carefully. Supporting documentation for your claim must be either attached to your E&E Claim or emailed to civilservice@state.ma.us.

- E&E is an examination component, and therefore must be completed by the examinee.
- Failure to complete this component as instructed will result in a candidate not receiving any credit for E&E.
- Credit for E&E is applicable only to individuals who achieve a passing score on all other examination components, and will not be calculated for a candidate with a failing written examination score.

Please be sure to read the instructions carefully. No phone calls or email inquiries regarding the content of this exam component will be accepted or responded to. Once you receive your examination mark, you will have seventeen calendar days from the mailing of your mark to appeal in writing your E&E score.

TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES: If you need special testing accommodations due to a documented impairment, you must submit a letter of support from a qualified professional detailing what type of accommodation you require at the exam site, and such letter must be scanned and attached to this application or emailed to civilservice@state.ma.us. Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is requested only to provide reasonable accommodation for exams, and will not be used for any other purposes.

STATUTORY PREFERENCE POINTS: Veterans and disabled veterans will be awarded two points to their passing, overall (general average) examination score.

- **VETERANS' PREFERENCE:** Click on this link for further information- [Veteran's Preference Eligibility](#).
- **DISABLED VETERAN STATUS:** Click on this link for further information- [Disabled Veteran's Preference Eligibility](#).

During the HRD review process or during the life of the applicable eligible list(s), applicants must make original supporting documentation available should the issue of authenticity arise with any submitted document copies.

CURRENT MILITARY PERSONNEL: ALL military personnel who, in connection with current service, have military orders that indicate their unavailability due to military service on the examination date, must file an application and processing fee and request a makeup examination in writing, with a copy of your military orders attached. Please include in your request your e-mail address, daytime base phone number and/or name and phone number of a friend or family member with whom you have regular contact and entrust with your personal communication. Requests filed after the application deadline (January 17, 2018), must be accompanied by a DD214 showing discharge within six months of the request and dates of active service that include the entire application period. Visit our website for more information: [Military Information](#)

NO MAKE-UP EXAMINATION: With the exception of current military personnel as described above, no candidate has a right to a make-up examination due to personal or professional conflicts on the testing date. Candidates are advised to consider this BEFORE applying for the examination. If you file an exam application by the application deadline, but are unable to appear for the exam on the examination date due to an emergency or unanticipated hardship, you may request a make-up examination by filing a written request with verifiable documentation to HRD no later than 7 calendar days from the original written examination date. HRD reserves the right to approve or deny your request. HRD may require an additional examination-processing fee upon approval of your request.

NOTICE TO APPEAR: Notices to Appear including time and location of exam will be emailed to applicants after the close of the application period, and prior to the examination date.

IDENTIFICATION AT THE EXAMINATION SITE: At the examination site, applicants must present current and valid photo identification with signature (e.g., driver's license, passport, military ID).

UPDATING INFORMATION: Candidates are responsible for maintaining accurate contact information. Failure to keep your records up-to-date may jeopardize opportunities for employment. For information on how to update your information, click on [Update my Information](#).

REFUNDS: There will be NO REFUND of the examination processing fee unless the examination is cancelled by HRD.

PRIVATE SCHOOL OR SERVICE: HRD does not recommend or endorse any private school, service, or publisher offering preparation and/or publications for examinations and is not responsible for their advertising claims.

SALARY: Inquiry concerning salary should be directed to the appointing authority at the time of the employment interview.

SUPPLEMENTAL INFORMATION:

Women, minorities, veterans, and people with disabilities are encouraged to apply.

For more information about this and other civil service examinations, visit
www.mass.gov/civilservice or email the Civil Service Unit at civilservice@state.ma.us.

Inquiries may also be made to HRD during these hours at the following numbers:

Boston area: (617) 878-9895

Within Massachusetts: 1-800-392-6178

TTY Number: (617) 878-9762

APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.mass.gov/civilservice>

Position #180217CPOD1YP
2018 CORRECTIONAL PROGRAM OFFICER D (1YP)
HC

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