



INSTRUCTIONAL DESIGNER (TECHNOLOGY), COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING California Correctional Health Care Services

OPEN – SPOT CONTINUOUS FILING

CONTACT
INFORMATION
ON THE WEB

www.cphcs.ca.gov

www.ChangingPrisonHealthCare.org

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

Position Information

A position currently exists with the California Correctional Health Care Services at:

– Headquarters in Elk Grove, California

Please only take this examination if you are interested in working at this location.

An Instructional Designer (Technology), Commission on Peace Officer Standards and Training, under general direction, designs interactive and multimedia instructional programs using the latest technology; designs general instructional curricula; consults with colleges, training presenters, a variety of subject-matter experts, and others to identify training needs and training delivery options; determines training objectives and analyzes suitability for advanced technology delivery systems; designs, develops, produces, measures, and evaluates technical training programs using mastery learning criteria and adult learning principles; modifies, designs, and produces graphics using computer software; writes technical materials such as job aids, workbooks, student guides, and instructor support materials.

Salary and Benefit Information

Currently, as of July 1, 2015: \$5,053 - \$6,325 per month

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

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

Who Can Apply

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

Minimum Qualifications

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as either "I," or "II," or "III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

One year of experience in the California state service performing instructional design duties, using interactive videodisc technology, in a classification at a level equivalent to that of Training Officer I.



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Minimum Qualifications (Continued)

Or II

Experience: Three years of progressively responsible pertinent professional experience above the trainee level which must have included responsibility for the design of instructional systems integrating adult learning principles and advanced technology. (Experience in the California state service applied toward this pattern must include at least one year performing these duties in a class with a level of responsibility equivalent to that of Training Officer I. **And**

Education: Equivalent to graduation from college.

Additional Desirable Qualifications: Proven record of experience in the development, design, and implementation of advanced technology applications in training, including interactive videodisc, computer simulation, and computer-based training; familiarity with law enforcement training needs and practices.

Examination Information

This examination consists of a Training and Experience Assessment weighted 100%. The Training and Experience Assessment is comprised of descriptions of several job dimensions followed by questions measuring previous training and/or experience that would provide the important knowledge and skills for an Instructional Designer. Candidates must provide written responses to these questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**TRAINING AND EXPERIENCE ASSESSMENT
WEIGHTED 100%**

Knowledge of:

1. Adult learning principles;
2. Effective training methodologies and current delivery techniques;
3. Training evaluation techniques;
4. Criterion reference measurement strategies;
5. Training needs assessment methodologies;
6. Instructional methodologies to produce training;
7. Instructional design process;
8. Instructor-led training techniques.

Ability to:

1. Develop interactive learning components for a variety of subjects;
2. Assess identified training needs;
3. Design, implement, and manage effective instruction, including course content, incorporating adult learning principles, measurement techniques (testing), advanced technology, and multimedia systems.



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How to Apply and Test

Submit a State Application (Std. Form 678) and Training and Experience Assessment (T&E) 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 T&E for this examination can be found on our website at <http://www.cphcs.ca.gov/careers.aspx> or a copy can be obtained by calling (916) 691-5894.

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.

Applications sent via interoffice mail will not be accepted.

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 at Headquarters in Elk Grove, California within the California Correctional Health Care Services. Names of successful candidates will be merged onto the list in order of final score, 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 T&E 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.



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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 www.cdva.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.