

Exam: Correctional Manager 3, Deputy Warden 2.2017

Questions #1 - #2 are minimum requirements for this position.

Question #3-#4 are specialty requirements for the Deputy Warden position. You must meet these requirements to pass this exam.

Question #5 is extra credit and #6 is a resume. Your resume must include detailed information on past and/or present positions, education, or experience which relate to this position.

*Important: "Typically gained by" statement provided in the exam questions is the minimum requirement for that question. Be sure to include any additional information on your training, education and/or experience, as this may increase your score.

Please be complete in your response.

1. Please describe your related background that has given you considerable knowledge of management practices to include the following essential elements of management:

- **Planning: determining organizational objectives and deciding how best to achieve them**
- **Organizing: determining how to use resources, defining responsibilities and authority**
- **Leading: influencing and motivating staff, delegating work and resolving conflict**
- **Controlling: establishing standards and evaluating performance, taking corrective action and measuring results.**

This is typically gained by a Bachelor's degree in Business Administration, Public Administration, or a related field AND at least one year's direct experience in a job situation with responsibility for all the essential elements of management (Planning, Organizing, Leading, and Controlling);

OR a combination of upper division coursework AND two years of experience in a job situation with responsibility for all the essential elements of management;

OR at least three year's experience in a job situation with responsibility for all the essential elements of management;

OR Master's degree in Business Administration or Public Administration.

Answer



2. Describe your experience supervising staff.

Typically gained through supervisory experience that required work assignment, direction, and monitoring with responsibility (or significant input) for hiring employees, preparing performance evaluations, and handling grievances or discipline. Such experience on a fill-in basis is

nonqualifying unless for a period of approximately three months or more.

Answer

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3. (Specialty 6870B) Describe how you have gained good knowledge of offender management and risk reduction procedures.

This is typically gained through successful completion of approximately 20 hours of training in the programming aspect of offender management and risk reduction procedures (e.g., Level Service Inventory (LSI), Cognitive Self Change (CSC), verbal de-escalation techniques, or equivalent training AND at least three years of experience in the corrections profession with responsibility for offender supervision and applying correctional rules, requirements and practices.

Include in your response, any training you have received covering effective management of inmates through programming and verbal de-escalation techniques.

If you have experience facilitating or co-facilitating, instructing, or promoting offender or probationer/parolee programming, accountability, and readiness for change, please describe (e.g. experience participating in case management applying interventions, ensuring offenders are actively participating in their program plans, and using cognitive reflective communication techniques; experience as a Disciplinary Hearing Officer; experience classifying offenders; management of work projects, a therapeutic community, cognitive or housing unit; experience as a case manager.)

Answer

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4. Please identify the option that best describes your experience in areas 1 & 2 below. Please include your education, experience and/or training which qualify for that option.

In order to qualify you only have to meet in one area but having experience or education in both may give you a higher score.

1. Select the option that best describes your experience in security principles and practices as they relate to correctional facility operations.

- A. I do not have the experience listed below.**
- B. I have a Bachelor's degree or higher in Criminal Justice and two year's experience working in a correctional facility which included at least one year working with adult offenders**
- C. I have five years of experience working in a correctional facility which included at least one year working with adult offenders**
- D. I have a Bachelor's degree or higher in Criminal Justice and three years of experience working in a correctional facility which included at least two years working with adult offenders**
- E. I have six years experience working in a correctional facility which included at least two years working with adult offenders**

2. Select the option that best describes your knowledge of case management and one of the following: treatment, programming, education or support services.

- A. I do not have the experience and/or knowledge listed below.**
- B. I have a bachelor's degree in a human services field such as social work, psychology, rehabilitation counseling, correctional counseling, psychiatric nursing or a closely related field.**
- C. I have successfully completed six credit hours in upper division college coursework or 60 hours of equivalent training specific to case management and have two years relevant experience in case management and one of the following: treatment, programming, education or support services.**
- D. I have three years of relevant experience in case management and one of the following: treatment, programming, education or support services.**
- E. I have a bachelor's degree in a human services field such as social work, psychology, rehabilitation counseling, correctional counseling, psychiatric nursing or a closely related field and one year of experience as detailed in D.**

For any education and training, describe course title(s), content and hours/credits of each. For experience, describe job duties, employers and employment dates.

Also be specific as to the offender populations in which you have worked.

Answer - 1



5. (Extra Credit) Are you currently employed with Idaho Department of Correction or at an adult correctional facility in Idaho?

- Yes
- No

6. IMPORTANT: You MUST add your customized resume to the space provided or you will fail this exam. Your resume MUST support your answers provided in this exam. Inaccurate information may result in your removal from this register.

Emphasize you education, experience, and training directly related to the exam questions. For education or training, list the title and course number (if available), dates, number of classroom hours (or days) and/or credits with a brief description of the content. For experience list the months and/or years held, title of your job(s), number of staff supervised, and the name of the employer(s) where you worked in this capacity, along with a description of your supervisory duties and responsibilities.

If you do not have your resume prepared, click on "finish later". Once your resume is completed, you will need to return to this exam question, copy and paste it in the space below Once you insert your resume, click on "save exam answer". Scroll down to review your exam responses and submit your completed exam by the closing date.

PLEASE NOTE: Any special formatting such as underlines, tabs, bolding, indenting, numbering and bullets in your resume will be removed when you copy and paste it from WORD into the space below - this is OK! We are only interested in the content.

Insert your resume here.

