

**TEST PLAN - OPTION A**

**CORRECTIONAL COUNSELOR SUPERVISOR - #6786  
(Unit Supervisor)**

1. Minimum Qualifications Screening
2. Agency may:
  - develop test questions and criteria at the time of recruitment, or
  - use the core supplemental self assessment test that has been developed on:
    - A. Corrections and the Justice System 45%
    - B. Analysis and Problem Solving 30%
    - C. Communication (Written and verbal) 10%
    - D. Staff Coordination 15%
3. Those ranking highest on the test will be invited to participate in the next phase of the selection process.
4. If you are hired, certain knowledge and skills will be assessed during your trial service period.

**MINIMUM QUALIFICATIONS**

- three years of counseling experience dealing with clientele in a social service or rehabilitative setting. Two years of which must have been in a correctional setting; **AND**
- a Bachelor's degree in a behavioral science **or** three more years of the above related experience.

A Master's degree related to the required experience may be substituted one year of the required experience. **There is no substitution for the correctional counseling experience**

**TEST PLAN - OPTION B**

**CORRECTIONAL COUNSELOR SUPERVISOR - #6786  
(Institutions - Promotional Opportunity)**

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|---|------------------|
| 1. Minimum Qualifications Screening   | <b>Pass/Fail</b> |
| 2. Evaluation of training and experience for those passing the minimum qualifications screening. <b>A core supplemental promotional</b> |                  |
| A. Corrections and the Justice System   | <b>40%</b>       |
| B. Analysis and Problem Solving   | <b>30%</b>       |
| C. Communication (Written and verbal)   | <b>20%</b>       |
| D. Staff Coordination   | <b>10%</b>       |
|   | <b>100%</b>      |
| 3. Those ranking highest on the above portions of the test will be invited to an oral interview.  | <b>Pass/Fail</b> |
| 4. If you are hired, certain knowledge and skills will be assessed during your trial service period.                                    | <b>Pass/Fail</b> |

**MINIMUM QUALIFICATIONS**

- be an employee of the Department of Corrections and eligible for a promotional examination; **AND**
- three years of counseling experience dealing with clientele in a social service or rehabilitative setting. Two years of which must have been in a correctional setting; **AND**
- a Bachelor's degree in a behavioral science **or** three more years of the above related experience.

A Master's degree related to the required experience may be substituted one year of the required experience. **There is no substitution for the correctional counseling experience**