

NEW JERSEY CIVIL SERVICE COMMISSION

2011 COUNTY CORRECTION LIEUTENANT

ORIENTATION GUIDE

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Introduction

The New Jersey Civil Service Commission has prepared this supplemental orientation guide for promotional candidates who will participate in the 2011 County Correction Lieutenant examination. The information in this booklet and the Multiple-Choice Exam Orientation Guide (available via CSC's website at www.state.nj.us/csc/public_safety/pro-law-enforce_opp.htm) is designed to help candidates better understand the testing process and the types of questions they will encounter on the County Correction Lieutenant examination. We encourage candidates to carefully review this guide along with the Multiple-Choice Exam Orientation Guide and to take advantage of any and all opportunities to prepare for the examination.

When and where will the examination be held?

The **tentative** timeframe to administer the County Correction Lieutenant examination is **May 2011**. However, in the event there are difficulties scheduling the examination for any unforeseen reason, the examination date may change. The test date and location will be confirmed when candidate examination notices are mailed two to three weeks prior to the test date.

Electronic devices and personal items in the examination center

With the threat of high-tech cheating on the rise, ***possession*** of personal communication devices such as cell phones, BlackBerrys, pagers/beepers, photographic equipment, MP3 players, or other similar electronic communication devices is prohibited at test centers. Candidates who are seen with these devices in the test center, even in a power-off mode, will be disqualified and dismissed immediately. The device may also be confiscated to ensure that an attempt was not made to compromise the testing process.

In addition, briefcases and other personal items should be left outside of the test center. The Civil Service Commission is not responsible for any personal items. Upon completion of the testing process, candidates must leave the testing premises so that other candidates who are still testing will not be disturbed or distracted by outside conversations.

How is the examination developed?

A job analysis was conducted to identify the knowledge and abilities that are necessary to perform the duties of a County Correction Lieutenant. A job analysis is the process of critically examining job components in order to provide a functional description of a job. Based on this job analysis, several work components were identified, and it is from these work components that a distinct examination has been developed. During the job analysis, senior county corrections personnel rated each County Correction Lieutenant work component in terms of its importance. Examination questions will relate to those work components that were determined to be most critical. These work components, which have been translated into test content areas, are shown below along with their relative test weights (rounded %). The test weights depict the percentage of the test devoted to each content area.

<u>Weight</u>	<u>Test Content</u>
28.5%	Standard Operating Procedures for County Correctional Facilities
14.3%	Scheduling
14.3%	Report Writing
14.3%	Effective Expression
14.3%	Interpersonal Relations
<u>14.3%</u>	Supervision
100%	

Is there study material that candidates can use to prepare for the examination?

The following source will be used by the Civil Service Commission to develop questions for this exam pertaining to Standard Operating Procedures. Please note, however, that the development of all test questions may not be restricted to this particular source.

New Jersey Administrative Code Title 10A, Chapter 31

The following source material will also be utilized by the Civil Service Commission to develop questions for this exam. Prior to the posting of this guide, the publisher indicated a sufficient supply of the book listed below. *[The Civil Service Commission will not be responsible for the quantity of books available.]*

Staff Supervision Made Easy

Scott D. Hutton

Published by the American Correctional Association, 1998

ISBN-10: 1569910936

It may be purchased online at: <https://www.aca.org/store/bookstore/search.asp>

It may be ordered by phone by calling 1-800-222-5646, extension 0129

NOTE: The development of all test questions will not be restricted to these sources.

Are there any practice multiple-choice questions?

The following three sample questions are similar to those that will appear on your exam. Please note that these are only sample questions; the exam will contain different questions. Answering these sample questions correctly does not guarantee you the same success on your exam.

Sample Question #1

After hiring a number of new correctional officers, the Warden asks you to research the requirement for county correctional facilities to employ a full-time training officer. After consulting *NJAC 10A:31-5.2*, you inform the Warden that facilities are required to employ a full-time training officer if they have over

- (a) 25 employees.
- (b) 50 employees.
- (c) 75 employees.
- (d) 100 employees.

Sample Question #2

An incident occurred for which you have to prepare a report. You are interviewing Inmate Smith since he was a witness to the incident. When Inmate Smith is giving his statement, you should

- (a) interrupt him to ask questions whenever you think it is necessary.
- (b) focus only on listening for facts and not his feelings.
- (c) actively listen to what he is saying, as well as observe his body language.
- (d) help him to clarify his statement by finishing his sentences for him.

Sample Question #3

Consider the following factors:

- I. Complexity of a given problem
- II. Number of levels in an organization's structure
- III. Physical distance between supervisors and employees
- IV. Bad attitudes exhibited by supervisors

Which factors can hinder upward communication between employees and their supervisors?

- (a) I and II only
- (b) III and IV only
- (c) I, II, and III only
- (d) I, II, III, and IV

What are the correct answers to the practice questions?

The correct answer to Sample Question #1 is **(d)**.

The correct answer to Sample Question #2 is **(c)**.

The correct answer to Sample Question #3 is **(d)**.

How is a candidate's seniority score and final score calculated?

A candidate's final score (and rank) on a New Jersey Civil Service Commission Corrections promotional list consists of two weighted parts: the test score and the seniority score. The seniority score is comprised of the time from the regular appointment date (of the eligible title) to the closing date of the announcement, minus the time spent on suspensions, layoffs, and regular leaves of absence without pay (other than military), such as educational, gubernatorial appointments, personal, sick, disability, family, voluntary furlough, furlough extensions, and to fill elective office (day for day deduction from length of service).

Calculation of seniority score: To a base score of 70.000, one point is added for each year of eligible service up to a maximum of 15. The maximum possible seniority score is 85.000.

Seniority is weighted at 20% and test score is weighted at 80% for the County Correction Lieutenant promotional examination. The seniority score is combined with the test score to produce the final average score.

How will the list be used to make promotional appointments?

If you pass your exam, your name will go on a promotional list ranked by your final score (a composite of test score and seniority score). This promotional list will last for 3 years from its promulgation date or until it is exhausted, whichever occurs first. However, for good cause, the promotional list may be extended by the Civil Service Commission (CSC) for up to 1 additional year.

When your appointing authority (hiring agency) notifies CSC that it wants to fill vacancies, CSC sends it the names that are ranked highest on the promotional list. This is called a certification list. When your name appears on a certification list, it means that you may be interviewed and considered for promotion.

Also, when your name appears on a certification list, CSC will send you a Notification of Certification. You must contact the appointing authority in writing within 5 business days to express your interest. If you do not respond, your name may be removed from the promotional list.

If a disabled veteran or veteran is the first name on the certification, the appointing authority must hire that candidate unless there is a very good reason not to. If there are no disabled veterans or veterans on a certification, the appointing authority can normally choose from among the top 3 candidates for each position.

NOTE: All appointments will be conditional pending resolution of all scoring appeals related to the examination. Once all appeals have been resolved, appointments from the list will be considered permanent.

What is the Civil Service Commission's make-up policy?

Pursuant to N.J.A.C. 4A:4-2.9, make-up examinations for public safety promotional examinations may be authorized only in cases of:

- I. Error by the Civil Service Commission or appointing authority;
- II. Death in the candidate's immediate family as evidenced by a copy of the death certificate;
or
- III. Catastrophic injury or illness requiring an extended convalescent period provided the candidate submits a doctor's certification containing a diagnosis and a statement clearly showing that the candidate's physical condition precluded his or her participation in the examination, as well as documentation from the candidate's employer noting the candidate's related leave from work.
- IV. Military leave, which will be handled as stated in N.J.A.C. 4A:4-2.9(c).
- V. Exoneration from pending disciplinary or criminal charges will be handled as stated in N.J.A.C. 4A:4-2.9(d).

Make-up requests must be submitted, in writing, with supporting documentation, to: NJCSC Make-Up Exam Unit, P.O. Box 310, Trenton, NJ 08625-0310 within 5 days upon receipt of your Notification Card.

NOTE: All requests for **medical** make-up examinations must be accompanied by the Civil Service Commission's Medical Authorization for Make-up Examination form (DPF-728), completed by the treating physician. The Medical Authorization for Make-up Examination form can be obtained through the Make-up Unit or from our website at www.state.nj.us/csc/forms.

Candidates requesting ADA accommodations must check Box 8 on the front of their application. They will subsequently be contacted for information regarding their special need(s).

Candidates with special situations/ADA concerns who have already been approved for ADA accommodations with CSC, must contact Marty Berrien at (609) 292-4158 upon receipt of their examination notification, in order to request/discuss special needs.

Will make-up candidates take the same examination?

Because of concerns regarding loss of examination security relating to the illicit discussion and/or dissemination of test content, the make-up examination for this announcement may not be identical to the original examination. That is, it may be very similar to the original examination, matching the content specifications of the original examination as closely as possible. This means that the make-up examination would measure in equal proportion, the same knowledge and/or abilities that will be measured by the original examination. It will also be administered and scored in the same manner as the original examination. If a different examination is used for make-up purposes, make-up candidates may be required to obtain or use resource material for test preparation/study purposes that is particular to the make-up examination.

Conclusion

This orientation guide is designed to help familiarize candidates with aspects of the County Correction Lieutenant multiple-choice exam, as well as provide some suggestions for preparation. The suggestions provided here are not exhaustive. We encourage candidates to engage in whatever additional preparation strategies they believe will enhance their chances of performing effectively on the examination.

We hope that this Orientation Guide has been beneficial to you. **GOOD LUCK ON THE EXAM!**