

NEW JERSEY CIVIL SERVICE COMMISSION

**2016 DEPUTY WARDEN
ORIENTATION GUIDE**

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I. INTRODUCTION

The New Jersey Civil Service Commission (CSC) has prepared this supplemental orientation guide for promotional candidates who will participate in the 2016 Deputy Warden examination. The information in this guide is designed to help candidates better understand the testing process and the types of questions they will encounter on the Deputy Warden exam. We encourage candidates to carefully review this guide and to take advantage of any and all opportunities to prepare for the examination.

Please note that no “study group” has been involved in the development or review of CSC examinations, and at no time has any examination material been provided to such groups. Additionally, the CSC is not responsible for any claims made by “study groups” or the manner in which they represent themselves for advertisement purposes.

II. PRE-EXAM INFORMATION

A. Date and Location

The tentative timeframe to administer the Deputy Warden examination is September 2016. However, in the event there are difficulties scheduling the examination for any unforeseen reason, the examination date may change. The test date, location, and report time will be confirmed when candidate examination notices are mailed two to three weeks prior to the test date.

Candidates should plan their route to the test center in advance of the test date as soon as the test location is made available. Candidates are encouraged to arrive early, since candidates arriving late will **NOT** be admitted to the exam.

B. What Candidates **SHOULD** Bring to the Exam

Candidates arriving at the test center should have their notification card and a valid photo I.D. Candidates arriving at the test center without their notification card should report directly to Room A with their photo I.D., so that the Center Supervisor can issue them a new card. Candidates arriving at the test center without a valid photo I.D. **WILL NOT** be admitted to the exam. Candidates should bring No. 2 pencils to the exam; in addition, candidates are permitted to bring highlighters to use during the exam.

C. What Candidates Should **NOT** Bring to the Exam

With the threat of high-tech cheating on the rise, **possession** of personal communication devices, such as cell phones, BlackBerrys, pagers/beepers, photographic equipment, e-Readers, 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 not be brought inside the test center. The Civil Service Commission is not responsible for any personal items.

D. ADA Policy

Candidates who require special assistance or ADA accommodations for this exam must check the corresponding box on the “Preferences” tab of their online application, regardless of whether or not they have previously been approved for accommodations with CSC in the past. Candidates who are indicating a need for accommodations for the first time will subsequently be contacted with further instructions.

Upon receipt of your exam notice with the test date, time, and location information, candidates who are already on file with CSC as being approved for accommodations must contact Marty Berrien at (609) 292-4144, extension 199-1001, in order to discuss the specifics of your accommodation needs for this exam.

E. Make-Up Policy

Per N.J.A.C. 4A:4-2.9, make-up exams for public safety titles may be authorized only in cases of:

1. Death in the candidate's immediate family;
2. Error by the Civil Service Commission or Appointing Authority;
3. When required for certain persons returning from military service (see N.J.A.C. 4A:4-4.6A);
4. A catastrophic health condition or injury, which shall be defined as either: a.) a life-threatening condition or combination of conditions; or b.) a period of disability required by the candidate's mental or physical health or the health of the candidate's fetus which requires the care of a physician who provides a medical verification of the need for the candidate's absence from work for 60 or more work days.

Additionally, please note the following:

1. Make-up requests must be accompanied by supporting documentation as applicable.
2. Make-up requests must be submitted within five days of receipt of your original exam notice.
3. In situations involving death, illness or injury that occurs on or immediately before the test date, make-up requests must be made in writing within five (5) days after the test date.
4. Requests will be denied if documentation is insufficient, incomplete, or untimely.

Additionally, all requests for public safety make-up exams based on medical grounds 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 our website at <http://www.state.nj.us/csc/about/publications/forms/>.

Your treating physician must also provide a separate detailed letter containing a diagnosis and statement clearly indicating why your physical condition will prevent you from taking the examination as scheduled. It should include the date the injury/illness began, the date of your last office visit, and the earliest date you can take a make-up test. The documentation must be on official letterhead, written in layman’s terms, and legible. A form letter will not be accepted. If insufficient, untimely, or illegible information is provided, your request will be denied.

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.

F. Examination Information for Make-Up Candidates

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 were 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.

III. EXAM INFORMATION

A. Exam Development

A job analysis was conducted to identify the knowledge and abilities that are necessary to perform the duties of a Deputy Warden. 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 Deputy Warden work component in terms of its importance. Examination questions will relate to those work components that were determined to be most critical. The critical work areas identified during the job analysis process are as indicated below, and will be utilized as a basis for the development of the forthcoming examination:

- Supervision/Leadership
- Correctional Techniques
- Rules and Regulations
- Inmate Security
- Conflict Management
- Decision Making
- Human Resource Management
- Interpersonal Skills
- Planning and Evaluating
- Analysis/Problem Solving
- Written Communication
- Oral Communication

B. Examination Format

The examination for Deputy Warden will consist of an ESSAY AND ORAL FORMAT. Both the essay and oral portions will involve the review of several scenarios related to the duties of a Deputy Warden for your county. Candidates will be given a set amount of time to review each scenario and prepare a response. The essay response will be written by hand or typed on a computer and scored at a later date. The oral response will be scored by a panel of oral assessors on the day of the exam.

C. Potential Source Material

The following sources *may* be used by the Civil Service Commission to develop test questions for this examination:

New Jersey Administrative Code Title 10A
New Jersey Administrative Code Title 4A
New Jersey Attorney General Guidelines

The following sources will also be used by the Civil Service Commission to develop questions for this examination:

Correctional Administration: Integrating Theory and Practice (2nd Edition)

Richard P. Seiter

Published by Pearson Prentice Hall © 2012

Publication Date: 01/15/11

ISBN-10: 0135113628

ISBN-13: 978-0135113622

Core Jail Standards (1st Edition)

<http://correction.org/wp-content/uploads/2014/09/Core-Jail-Standards-as-printed-June-2010.pdf>

American Correctional Association

Publication Date: 2010

ISBN: 978-1-56991-315-4

Candidates should be able to buy these texts at their local bookstore, through an online bookstore, or directly from the publisher. If there are any problems regarding the availability of these texts, please contact the publisher. The Civil Service Commission will not be responsible for the quantity of books available.

Please note that the development of test items is **NOT limited to the sources provided in this orientation guide. Candidates are encouraged to consult any additional source material they feel will aid them in their preparation for the Deputy Warden exam.

IV. POST-EXAM INFORMATION

A. Review and Appeal Information

Before the exam begins, candidates will be given information about the review policy. Candidates will be permitted to leave the test center with the review form so they can reference the information contained on it, in order to schedule an appointment if they choose to do so.

Any objection to the manner in which the examination was administered must be made in writing immediately following the completion of the exam, by completing a Test Administration Comment/Appeal Form prior to leaving the examination center. This form can be obtained from the Center Supervisor. No appeal relating to the manner in which the exam was administered shall be permitted after the test date.

Candidates should be aware that as of July 1, 2010, all appeals pertaining to exam administration and/or exam content are subject to a \$20 processing fee, paid by check or money order to NJ CSC. Persons receiving public assistance or who have veteran status are exempt from this fee.

B. Explanation of Exam Results and Promotions

A candidate's final score (and rank) on the promotional list will be comprised of the test score and the seniority credit, which is calculated by the Appointing Authority.

The results from this examination will be available after the receipt and review of all examination appeals. Candidates should **NOT** call the CSC for their scores. Candidates will receive their examination results in the mail.

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 CSC for up to 1 additional year.

When your Appointing Authority (hiring agency) notifies the CSC that it wants to fill vacancies, the 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, the 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.

Please Note: Promotional appointees are considered to be serving conditionally, pending resolution of all scoring appeals related to the examination.

VII. CONCLUSION

This orientation guide was designed to help familiarize candidates with aspects of the Deputy Warden examination, 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 helpful to you. **GOOD LUCK!**