



## **ASSOCIATE PRINTING PLANT SUPERINTENDENT**

**Exam Code: OTR03**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Continuous

### **CLASSIFICATION DETAILS**

ASSOCIATE PRINTING PLANT SUPERINTENDENT – \$6,295.00 - \$7,820.00 per month

[View the Associate Printing Plant Superintendent classification specification](#)

### **APPLICATION INSTRUCTIONS**

Final Filing Date: Continuous

#### **Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for 12 months.

Candidates that are unsuccessful in the examination must wait six (6) months from the testing date before reapplying to take the examination.

#### **How To Apply:**

This examination consists of an Education and Experience evaluation. Additional information is located in the “Taking the Examination” section of this bulletin.

#### **Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

Department of Transportation (Caltrans)  
Examinations Unit – MS 86  
P.O. Box 168036  
Sacramento, CA 95816-8036

Phone: (916) 227-7858

Email: [AskExams@DOT.CA.GOV](mailto:AskExams@DOT.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

## MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### ASSOCIATE PRINTING PLANT SUPERINTENDENT

#### Either I

One year of experience in the California State Service performing the duties of a journey level Bindery, Composing Room or Pressroom employee of the Office of State Printing **and**

Twenty-four units of college level courses in business/management (two years of full - time supervisory experience may be substituted for the required education at the rate of one year for 12 units).

#### Or II

Two years of journey level experience in a printing or reproduction facility employing 25 or more persons **and**

Twenty-four units of college level courses in business/management (two years of full - time supervisory experience may be substituted for the required education at the rate of one year for 12 units).

#### Or III

The equivalent of a Baccalaureate Degree in either (1) Industrial technology with a Printing Management Option, or (2) Graphic Communications.

## POSITION DESCRIPTION

In the Office of State Printing, under direction of a Printing Plant Superintendent, to assist a Printing Plant Superintendent and supervise a group of employees and be responsible for a designated work function (within the Bindery, Composing Room or Pressroom); and/or be responsible for the Bindery, Composing Room or Pressroom function on a night or evening shift; and to do other related work.

## EXAMINATION SCOPE

This examination consists of the following components:

**Education and Experience Evaluation** – Weighted 100% of the final score.

The examination will consist solely of an **Education and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received.

Applicants will receive their score 4-6 weeks after submitting their completed STD. 678 State Application.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

1. Methods, materials, tools, and equipment used in large plant production operations, including the electronic prepress room, digital print, and bindery operations to public information
2. Maintenance procedures required in a production operation
3. Safety practices to ensure a healthy and safe work environment
4. Principles of personnel management and effective supervision, delegating work projects to subordinates and following up on their compliance to ensure business needs are met
5. Department's Equal Employment Opportunity (EEO) Program and the process available to meet EEO objectives, to provide a workplace free of discrimination
6. Collective bargaining agreements to interpret and apply provisions related to the supervision of represented employees
7. Americans with Disabilities Act (ADA) to provide reasonable accommodations and fair employment practices
8. Conflict resolution techniques to address and deal with issues that arise in the work environment in accordance with departmental policies
9. Departmental security and confidential record policies and procedures
10. Principles of work simplification to improve production processes
11. The steps of progressive discipline to address performance issues

#### **Ability to:**

1. Read and write English to effectively provide information to departmental employees, customers, and the public at a level required for successful job performance
2. Plan and supervise the work of others to ensure business needs are met
3. Estimate time required to complete jobs
4. Establish and maintain quality control for production processes
5. Analyze situations accurately and take effective action to resolve production issues
6. Administer labor management contracts to meet the business needs of the department
7. Keep records and prepare reports and correspondence for effective communication
8. Effectively contribute to the department's EEO objectives to provide a workplace free of discrimination and promote upward mobility
9. Coach and mentor employees to improve performance, productivity, expertise, and promote upward mobility
10. Establish and maintain cooperative relationships with departmental employees, customers, and the public
11. Handle stress and meet deadlines to complete tasks in appropriate timeframes
12. Multi-task work to maximize the operations of the work unit

13. Use unbiased judgment and discernment in making personnel decisions including hiring and disciplinary actions
14. Use various computer software programs to prepare correspondence and reports
15. Verbally communicate in English to effectively provide information to staff, customers, and the public at a level required for successful job performance
16. Work independently with minimal or no direct supervision

## ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Associate Printing Plant Superintendent classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires twelve (12) months after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans' status is verified by the California Department of Human Resources (CalHR). Information on this program and the [Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be added to the final score of this examination.

## EXAMINATION INFORMATION

This examination will utilize an evaluation of each candidate's experience and education (E&E) compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her State application (STD. 678). List all experience relevant to the "Minimum Qualifications" that are listed in the Class Specification above.

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## **TAKING THE EXAMINATION**

Candidates are required to submit by postal mail a completed [Standard State Application \(STD.678\)](#).

Applications (STD 678) must be received or postmarked no later than the cut-off date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. Faxed or E-mailed applications will NOT be accepted. **THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.**

Caltrans does not accept resumes in lieu of the STD.678 State Applications. Please send the required Standard State Application for your examination to be processed in a timely manner. Incomplete submissions may cause your examination to be delayed.

### **File by Mail**

Department of Transportation (Caltrans)  
Examinations Unit – MS 86  
P.O. Box 168036  
Sacramento, CA 95816-8036

### **File in Person**

Department of Transportation (Caltrans)  
Examinations Unit – MS 86  
1727 30th Street, 1st Floor Lobby  
Sacramento, CA 95816-8036

## **TESTING DEPARTMENTS**

State of California (all State of California departments)

## **CONTACT INFORMATION**

Department of Transportation (Caltrans)  
Office of Selection Services - Examinations Unit  
P.O. Box 168036  
Sacramento, CA 95816-8036  
Phone: (916) 227-7858  
Email: [AskExams@DOT.CA.GOV](mailto:AskExams@DOT.CA.GOV)

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## **EQUAL OPPORTUNITY EMPLOYER**

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

## **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State 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.

## **GENERAL INFORMATION**

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) 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 revision will be in accordance with civil service laws and rules and all applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education 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 competitor 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.