



## Custodian

Exam Code: 3PB01

Department: State of California  
Final Filing Date: Scheduled periodically  
Type of Examination: Service-wide, Open

### CLASSIFICATION DETAILS

Custodian – \$2,350.00 - \$2,941.00 per month

#### Who Should Apply:

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

#### How to Apply:

Self-scheduling for this examination is offered on a first-come-first-served basis for each written exam date. Please be aware that, although seating is limited and scheduling will conclude once all seats are filled for a specific written exam date, additional self-scheduling dates and exam locations will be posted.

**Once you have taken the examination, you may not retake it for twelve (12) months.**

Check this bulletin regularly for future exam dates.

**ON THE SELF-SCHEDULING DATE, PLEASE GO TO THE “Taking the Exam” SECTION OF THIS BULLETIN TO BEGIN THE SCHEDULING PROCESS.**

### 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.

## **Custodian**

### **Either 1**

Six months of experience in the California state service performing the duties of a Service Assistant (Custodian). (Promotional candidates who have completed four months of the required experience will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

### **Or 2**

Six months of experience as a Custodian.

## **POSITION DESCRIPTION**

### **Custodian**

Sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, waxers, and other equipment and machinery; as required, operates a freight or passenger elevator.

In smaller, outlying offices and buildings, as incidental assignments, washes windows, washes automotive equipment, and maintains ornamental plantings in and around buildings and parking areas; and maintains parking areas, and cleans sidewalks.

When assigned to work crew-oriented duties, may be called upon to give experienced guidance to Service Assistants (Custodian) in the performance of routine janitorial tasks. Typically, this guidance is provided to only one Service Assistant (Custodian) at a time.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Multiple Choice Written Examination** – Weighted 100% of the final score

A final score of 70% must be attained to be placed on the eligible list.

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 on measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Knowledge of methods, equipment, and cleaning solutions for cleaning and disinfecting restroom materials, furniture and fixtures (e.g., toilets, urinals, showers, sinks, partitions, countertops) to sanitize and maintain appearance.
2. Knowledge of methods, equipment, and cleaning solutions for mopping and scrubbing floors to remove stains, dirt, or maintain floor surfaces.
3. Knowledge of methods and equipment for vacuuming carpets, elevators, office furniture, vents, or upholstery to remove dust, debris and/or liquid.
4. Knowledge of methods, equipment, and cleaning solutions for washing windows, mirrors, glass partitions, glass doors, and glass walls to remove smudges, fingerprints, dirt, and debris.
5. Knowledge of methods, equipment, and chemicals for stripping wax/floor finishers from floors to prepare floor for a new finish.
6. Knowledge of methods, equipment, and chemicals for applying wax/floor finishers, sealers, or finishes to maintain floor surfaces.
7. Knowledge of methods, equipment, and chemicals for polishing floors to maintain floor surfaces.
8. Knowledge of methods, equipment, and chemicals for detailing grout, corners, or baseboards to enhance appearance, remove solutions, or remove surface build-up.
9. Knowledge of methods, equipment, and cleaning solutions for polishing steel and metal brite work to remove smudges and fingerprints and to enhance appearance.
10. Knowledge of methods, equipment, and cleaning solutions for shampooing carpets to remove stains, dirt, or maintain floor surfaces.
11. Knowledge of methods, equipment, and cleaning solutions for removing spots or stains from carpets or upholstery to restore appearance.
12. Knowledge of methods, equipment, and cleaning solutions for dry cleaning carpets to maintain floor surfaces.
13. Knowledge of basic recycling procedures to recycle materials as required and to comply with recycling program.
14. Knowledge of the types and uses of personal protective equipment.
15. Knowledge of safe body mechanics to lift, push, pull, or otherwise move objects weighing up to 45 pounds.

Ability to:

1. Ability to read and understand Material Safety Data Sheets (MSDS) to ascertain information about chemicals encountered on the job.
2. Ability to read and understand information in English (such as labels, chemical preparation directions, chemical safety precautions, check-lists, equipment operation instructions, equipment maintenance instructions, notes, memos, policies, procedures, etc.).
3. Ability to understand and follow written instructions.

**ELIGIBLE LIST INFORMATION**

A service-wide, open eligible list for the Custodian classification will be established for:

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 **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.

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

Career Credits are not granted for examinations administered on an Open basis or Promotional basis.

## EXAMINATION INFORMATION

The examination will consist of a written test, multiple choice, weighted 100%. To obtain a position on the eligible list, a minimum score of 70% must be attained. The written test is designed to evaluate a candidate's knowledge in the areas of (1) Arithmetic Calculations, (2) Written Communication, and (3) Data Accuracy.

**For an examination with a written feature**, it is the candidate's responsibility to print his/her "Notice to Appear" and present the notice on the date, time, and location of the test date.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available at** [www.jobs.ca.gov](http://www.jobs.ca.gov) and local offices of the Employment Development Department.

**Security and Confidentiality of Examination:** Pursuant to Government Code Section 19860. "It is unlawful for any person: (a) Willfully by himself or in cooperation with another person to defeat, deceive, or obstruct any person with respect to his right of examination,

application, or employment under this part or board rule. (b) Willfully and falsely to mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified under this part or board rule, or to aid in so doing, or make any false representation concerning the same or the person examined. (c) Willfully to furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person examined, certified or to be examined or certified under this part or board rule.”

Pursuant to Government Code 19681. “It is unlawful for any person: (a) To practice any deception or fraud with regard to his identity in connection with any examination, application, or request to be examined. (b) To obtain examination questions or other examination material except by specific authorization either before, during, or after an examination or use or purport to use any such examination questions or materials for the purpose of instructing or coaching or preparing candidates for examinations. (c) To use any unfair means to cause or attempt to cause any eligible to waive any rights obtained under this part.”

## 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 offices 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 EXAM

**You must schedule yourself to participate in this written examination.** Self-scheduling for this examination is offered on a first-come-first-served basis for each written date. Although seating is limited and scheduling will conclude once all the available seats are filled for a specific written exam date, additional self-scheduling dates and test locations will be posted in the future.

Test dates are posted here as needs warrant. Please check this area periodically for open testing.

**Self-Scheduling Opens**

**March 9, 2018 @ 10:00 AM**

**Written Exam Date (s)**

**March 19, 2018  
March 20, 2018  
March 22, 2018  
March 23, 2018  
March 24, 2018  
March 26, 2018  
March 27, 2018  
March 28, 2018  
March 29, 2018**

**Exam Location (s)**

**Stockton, CA  
Santa Rosa, CA  
San Diego, CA  
Los Angeles, CA  
W. Sacramento  
Fresno, CA  
Van Nuys, CA  
San Jose, CA  
Oakland, CA**

[Schedule](#) a written exam for the Custodian classification.

**Please note: If you have a disability and need special testing arrangements, please select the Reasonable Accommodation box during the self-scheduling process.**

**TESTING DEPARTMENTS**

State of California (all State of California departments)

**CONTACT INFORMATION**

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814  
Phone: (866) 844-8671  
[CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.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.

**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**

The Examination/Employment Application (STD 678) is available at the California Department of Human Resources, local offices of the Employment Development Department, and through your CalCareer account ([www.CalCareers.ca.gov](http://www.CalCareers.ca.gov)).

If you meet the requirements stated on this examination bulletin, you may take this competitive examination. 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 scores.

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 judgment, 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) service-wide promotional, 5) departmental open, and 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 exam bulletin.