

**DEPARTMENT OF TRANSPORTATION
OFFICE OF EXAMINATION SERVICES
EQUIPMENT MATERIEL MANAGER I – 6TR61
TRAINING AND EXPERIENCE EVALUATION**

The EQUIPMENT MATERIEL MANAGER I examination is being given on an open non promotional basis. This examination will consist solely of this self-assessment Training and Experience Evaluation.

This questionnaire is the only phase of the examination and is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and experience to effectively perform the duties relative to the classification. Candidates are responsible for reading all of the material provided prior to completing this questionnaire. Responses will be evaluated using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Please answer questions completely since incomplete responses and omitted information cannot be considered and/or assumed. *Resumes, letters of reference, and other materials **will not be evaluated or considered*** as responses to items in the Training and Experience Evaluation.

(NOTE: Failure to meet the entrance requirements and/or to complete this evaluation accurately will result in elimination from this examination.)

*Candidates who fail to follow the instructions and/or **who solicit input or assistance from others to complete this questionnaire** will be eliminated from the examination.*

IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS TRAINING AND EXPERIENCE EVALUATION FOR YOUR RECORDS. Caltrans will NOT provide you a copy of your Training and Experience Evaluation.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided by me (without assistance from others) on this Training and Experience Evaluation is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment, and may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

SIGNATURE: _____ **DATE:** _____

NAME (PRINT): _____

EXAMINATION TITLE: EQUIPMENT MATERIEL MANAGER I

The completed Training and Experience Evaluation and Standard State Application (STD.678) must be mailed or personally hand delivered to:

**Caltrans
Examination Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036**

**File in person: Caltrans
1727 30th Street, 1st Floor
Sacramento, CA 95816
(916) 227- 7858**

Facsimile (FAX) or electronically mailed (e-mailed) Training and Experience Evaluation **will not** be accepted

Failure to submit your Training and Experience Evaluation will result in elimination from the examination process.



STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION



CONDITIONS OF EMPLOYMENT

Division of Human Resources – Exam and Recruitment Services
PM-EX-0631 (Rev. 01/2015)

EXAMINATION TITLE

EQUIPMENT MATERIEL MANAGER I

EXAMINATION CODE

6TR61

DATE

CANDIDATE NAME – (PLEASE PRINT – (Last Name, First Name, Middle Initial))

PERSONAL INFORMATION NOTICE: Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Section 1978, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principle purpose of the voluntary information is to facilitate processing of information which you are providing regarding your preference in working conditions. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.17 of the IPA of 1977. Each individual has the right, upon request and proper identification, to inspect all personal information in any record maintained on the individual.

If you are successful in this examination, your name will be placed on an active employment list for the location you select and referred to fill vacancies according to the conditions you specify on this form.

PLEASE CHECK THE BOXES NEXT TO THE DISTRICT(S) WHERE YOU WISH TO WORK.

- | | |
|---|--|
| <input type="checkbox"/> DISTRICT 1 – EUREKA | <input type="checkbox"/> DISTRICT 7 – LOS ANGELES |
| <input type="checkbox"/> DISTRICT 2 – REDDING | <input type="checkbox"/> DISTRICT 8 – SAN BERNARDINO |
| <input type="checkbox"/> DISTRICT 3 – MARYSVILLE | <input type="checkbox"/> DISTRICT 9 – BISHOP |
| <input type="checkbox"/> DISTRICT 4 – OAKLAND | <input type="checkbox"/> DISTRICT 10 – STOCKTON |
| <input type="checkbox"/> DISTRICT 5 – SAN LUIS OBISPO | <input type="checkbox"/> DISTRICT 11 – SAN DIEGO |
| <input type="checkbox"/> DISTRICT 6 – FRESNO | <input type="checkbox"/> DISTRICT 12 – SANTA ANA |
| <input type="checkbox"/> 3400 – SACRAMENTO Note: District 3 does not include Sacramento | |

PLEASE CHECK ONE BOX ONLY NEXT TO THE TYPE OF APPOINTMENT YOU WILL ACCEPT.

- A11 PERMANENT OR TEMPORARY – FULL TIME, PART TIME, OR INTERMITTENT
- C55 PERMANENT OR TEMPORARY – FULL TIME ONLY
- M44 PERMANENT OR TEMPORARY – PART TIME OR INTERMITTENT ONLY
- D58 PERMANENT ONLY – FULL TIME ONLY
- K85 TEMPORARY ONLY – FULL TIME ONLY
- R41 PERMANENT – PART TIME OR INTERMITTENT OR TEMPORARY – FULL TIME, PART TIME, OR INTERMITTENT

Privacy Statement

Please notify the Caltrans promptly of any changes in your address or availability for employment.

EQUIPMENT MATERIEL MANAGER I

Training and Experience Evaluation

Name: _____

Date: _____

PART I - EMPLOYMENT HISTORY

Instructions: Please describe your work experience as it relates to the **EQUIPMENT MATERIEL MANAGER I** position. Begin with your most recent position. The *EXPERIENCE CODE* will be used in Part II to identify where you worked. You may include additional pages if necessary.

EXPERIENCE CODE A

Company / State Agency: _____ Job Title: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE B

Company / State Agency: _____ Job Title: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE C

Company / State Agency: _____ Job Title: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE D

Company / State Agency: _____ Job Title: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EQUIPMENT MATERIEL MANAGER I Training and Experience Evaluation

PART II - WORK EXPERIENCE

INSTRUCTIONS

Step 1: In the *Experience Code* column, use the codes from PART I of this questionnaire to indicate where you performed the activity and/or acquired the task or knowledge. You may list more than one code per item, if applicable.

Step 2: For each item listed on pages 5 - 11, place an "X" in the column(s) that most accurately represents the Level of Experience you have AND the Amount of Time your experience represents.

SAMPLE

		AMOUNT OF TIME				
		I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
<p>Level of Experience: In the <i>Experience Code</i> column, use the codes from <u>PART I</u> of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.</p> <p>Amount of Time: Place an "X" in the column(s) that most accurately represents the <u>amount of time</u> each level of experience represents. (Leave columns blank that do not apply to you).</p> <p>SECTION 1: Managerial Capacity</p>						
1.	Managing the maintenance and rotation of stock to ensure parts optimization and to avoid expiration or deterioration of inventory.					
	Experience Code (Part I)					
	Level of Experience					
	A			x		
	B+C		x			

EQUIPMENT MATERIEL MANAGER I Training and Experience Evaluation

PART II-WORK EXPERIENCE (continued)

AMOUNT OF TIME

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 1: Managerial Capacity

1. Managing the maintenance and rotation of stock to ensure parts optimization and to avoid expiration or deterioration of inventory.			I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
	Experience Code (Part I)	Level of Experience					
		<i>I have had no training or experience with this task</i>					
		<i>I have had training on this task, but no application on the job</i>					
		<i>I have performed this task on the job under guidance and monitoring</i>					
		<i>I have performed this task independently</i>					
2. Communicating effectively with shop personnel to determine exact materiel needed to ensure critical/timely repair of equipment.							
	Experience Code (Part I)	Level of Experience					
		<i>Limited ability (would require training/exposure to perform task)</i>					
		<i>Average ability (could perform activity with guidance)</i>					
		<i>Very good ability (could perform activity independently)</i>					
		<i>Excellent ability (could provide training or guidance to others)</i>					
3. Providing advice and consultation regarding procurement and inventory/property management to various State of California personnel to ensure compliance with departmental policies and procedures.							
	Experience Code (Part I)	Level of Experience					
		<i>Limited ability (would require training/exposure to perform task)</i>					
		<i>Average ability (could perform activity with guidance)</i>					
		<i>Very good ability (could perform activity independently)</i>					
		<i>Excellent ability (could provide training or guidance to others)</i>					

EQUIPMENT MATERIEL MANAGER I Training and Experience Evaluation

PART II-WORK EXPERIENCE (continued)

AMOUNT OF TIME

Level of Experience: In the <i>Experience Code</i> column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable. Amount of Time: Place an "X" in the column(s) that most accurately represents the <u>amount of time</u> each level of experience represents. (Leave columns blank that do not apply to you).			I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.
SECTION 1: Managerial Capacity (continued)							
4.	Developing and training staff to ensure job capability utilizing on-the-job training (e.g., Materiel Services Procedures Handbook, Fleet Anywhere Manual).						
	Experience Code (Part I)	Level of Experience					
		<i>I have had no training or experience with this task</i>					
		<i>I have had training on this task, but no application on the job</i>					
		<i>I have performed this task on the job under guidance and monitoring</i>					
		<i>I have performed this task independently</i>					
5.	Examining defective parts and processing warranty adjustments to ensure all credits and warranty reimbursements are received.						
	Experience Code (Part I)	Level of Experience					
		<i>I have had no training or experience with this task</i>					
		<i>I have had training on this task, but no application on the job</i>					
		<i>I have performed this task on the job under guidance and monitoring</i>					
		<i>I have performed this task independently</i>					
6.	Planning, developing, implementing, and monitoring the work of others.						
	Experience Code (Part I)	Level of Experience					
		<i>Limited ability (would require training/exposure to perform task)</i>					
		<i>Average ability (could perform activity with guidance)</i>					
		<i>Very good ability (could perform activity independently)</i>					
		<i>Excellent ability (could provide training or guidance to others)</i>					

EQUIPMENT MATERIEL MANAGER I Training and Experience Evaluation

PART II-WORK EXPERIENCE (continued)

AMOUNT OF TIME

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an "X" in the column(s) that most accurately represents the **amount of time** each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 1: Managerial Capacity (continued)

7. Prioritizing workload to handle multiple priorities.

Experience Code (Part I)	Level of Experience
	<i>Limited ability (would require training/exposure to perform task)</i>
	<i>Average ability (could perform activity with guidance)</i>
	<i>Very good ability (could perform activity independently)</i>
	<i>Excellent ability (could provide training or guidance to others)</i>

8. Analyzing situations accurately and taking effective action.

Experience Code (Part I)	Level of Experience
	<i>Limited ability (would require training/exposure to perform task)</i>
	<i>Average ability (could perform activity with guidance)</i>
	<i>Very good ability (could perform activity independently)</i>
	<i>Excellent ability (could provide training or guidance to others)</i>

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.

EQUIPMENT MATERIEL MANAGER I Training and Experience Evaluation

PART II-WORK EXPERIENCE (continued)

AMOUNT OF TIME

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 2: Technical Ability

9. Maintaining and updating electronic inventory accountability systems. (e.g., Fleet Anywhere).

Experience Code (Part I)	Level of Experience				
	<i>Limited ability (would require training/exposure to perform task)</i>				
	<i>Average ability (could perform activity with guidance)</i>				
	<i>Very good ability (could perform activity independently)</i>				
	<i>Excellent ability (could provide training or guidance to others)</i>				

10. Disposing of hazardous materials in accordance with California laws and regulations.

Experience Code (Part I)	Level of Experience				
	<i>Limited ability (would require training/exposure to perform task)</i>				
	<i>Average ability (could perform activity with guidance)</i>				
	<i>Very good ability (could perform activity independently)</i>				
	<i>Excellent ability (could provide training or guidance to others)</i>				

11. Maintaining inventory, records retention, auditing procedures, and internal controls.

Experience Code (Part I)	Level of Experience				
	<i>Limited ability (would require training/exposure to perform task)</i>				
	<i>Average ability (could perform activity with guidance)</i>				
	<i>Very good ability (could perform activity independently)</i>				
	<i>Excellent ability (could provide training or guidance to others)</i>				

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.

EQUIPMENT MATERIEL MANAGER I Training and Experience Evaluation

PART II-WORK EXPERIENCE (continued)

AMOUNT OF TIME

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 2: Technical Ability (continued)

12. Identifying specific specialized construction and mobile equipment, tools, parts, accessories, and supplies.

Experience Code (Part I)	Level of Experience
	<i>Limited ability (would require training/exposure to perform task)</i>
	<i>Average ability (could perform activity with guidance)</i>
	<i>Very good ability (could perform activity independently)</i>
	<i>Excellent ability (could provide training or guidance to others)</i>

13. Utilizing and interpreting manufacturers' catalogs and part lists.

Experience Code (Part I)	Level of Experience
	<i>Limited ability (would require training/exposure to perform task)</i>
	<i>Average ability (could perform activity with guidance)</i>
	<i>Very good ability (could perform activity independently)</i>
	<i>Excellent ability (could provide training or guidance to others)</i>

14. Preparing transaction documents for tools, parts, accessories, and supplies.

Experience Code (Part I)	Level of Experience
	<i>Limited ability (would require training/exposure to perform task)</i>
	<i>Average ability (could perform activity with guidance)</i>
	<i>Very good ability (could perform activity independently)</i>
	<i>Excellent ability (could provide training or guidance to others)</i>

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.

EQUIPMENT MATERIEL MANAGER I Training and Experience Evaluation

PART II-WORK EXPERIENCE (continued)

AMOUNT OF TIME

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an “X” in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 2: Technical Ability (continued)

15.	Negotiating with vendors on price, delivery, quality of materiel, components, shop equipment, and tools.	
	Experience Code (Part I)	Level of Experience
		<i>Limited ability (would require training/exposure to perform task)</i>
		<i>Average ability (could perform activity with guidance)</i>
		<i>Very good ability (could perform activity independently)</i>
		<i>Excellent ability (could provide training or guidance to others)</i>
16.	Scheduling and auditing physical inventories for accurate record keeping.	
	Experience Code (Part I)	Level of Experience
		<i>Limited ability (would require training/exposure to perform task)</i>
		<i>Average ability (could perform activity with guidance)</i>
		<i>Very good ability (could perform activity independently)</i>
		<i>Excellent ability (could provide training or guidance to others)</i>
17.	Operating a computer and utilizing basic computer applications. (e.g., Microsoft Word, Excel, Outlook).	
	Experience Code (Part I)	Level of Experience
		<i>Limited ability (would require training/exposure to perform task)</i>
		<i>Average ability (could perform activity with guidance)</i>
		<i>Very good ability (could perform activity independently)</i>
		<i>Excellent ability (could provide training or guidance to others)</i>

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.

EQUIPMENT MATERIEL MANAGER I Training and Experience Evaluation

PART II-WORK EXPERIENCE (continued)

Level of Experience: In the *Experience Code* column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an “X” in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 2: Technical Ability (continued)

18. Forecasting inventory requirements for parts and materials.

Experience Code (Part I)	Level of Experience
	<i>Limited ability (would require training/exposure to perform task)</i>
	<i>Average ability (could perform activity with guidance)</i>
	<i>Very good ability (could perform activity independently)</i>
	<i>Excellent ability (could provide training or guidance to others)</i>

19. Purchasing, ordering, receiving, storing, and issuing practices and procedures.

Experience Code (Part I)	Level of Experience
	<i>Limited ability (would require training/exposure to perform task)</i>
	<i>Average ability (could perform activity with guidance)</i>
	<i>Very good ability (could perform activity independently)</i>
	<i>Excellent ability (could provide training or guidance to others)</i>

20. Establishing economic order points for inventory control and stock reordering.

Experience Code (Part I)	Level of Experience
	<i>Limited ability (would require training/exposure to perform task)</i>
	<i>Average ability (could perform activity with guidance)</i>
	<i>Very good ability (could perform activity independently)</i>
	<i>Excellent ability (could provide training or guidance to others)</i>

I possess less than one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess more than four (4) years of experience performing this task at this level of experience.