Printing Trades Specialist Trainee (General)

Class Code: 1485
Examination Code: 7GS23
Examination Type: Departmental Open – Yolo County
Bulletin Release Date:
Final Filing Date: September 11, 2020

CLASSIFICATION DETAILS
Salary Range:
$2,391.00 – $2,856.00

View the Classification Specifications for the Printing Trades Specialist Trainee (General) classification.

APPLICATION INSTRUCTIONS
Who Should apply:

This is an open-statewide examination administered by the Department of General Services for all state agencies. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis.

How to Apply:

All applicants must complete and submit an Examination Application (STD. 678) and Qualifications Assessment. The Qualifications Assessment can be found after this exam bulletin in this document.

Note: Resumes alone will not be accepted. The examination title must be indicated on the application.

A FAXED or EMAILED APPLICATION AND QUALIFICATIONS ASSESSMENT WILL NOT BE ACCEPTED.

You may submit your examination package by mail to:
Department of General Services
Office of Human Resources
Attention: Kathie Raftery
P.O. Box 989052
West Sacramento, CA 95798-9052

Applications (STD 678) and Qualifications Assessments must be POSTMARKED no later than the final filing 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.

Or in person at:
707 3rd Street, 7th Floor
West Sacramento, CA 95605
If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the street address as listed above.

Special Testing Arrangements:

If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.

Requirements for Admittance to the Examination:

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I”, or “Or II”, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Applications/resumes MUST contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information MUST include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applications/resumes received without this information may be rejected.

MINIMUM QUALIFICATIONS

All Levels:

Experience and education which provide ability to perform successfully as a Printing Trades Specialist at the level and in the specialty for which application is made. (Candidate's application will be screened and those showing qualifications below the "Desirable Qualifications" which follow may be eliminated without further examination.)

Desirable Qualifications

Printing Trades Specialist Trainee (General)

Either I

One year of experience in the California state service at a level of responsibility equivalent to that obtained in the class of Office Assistant (General) or Service Assistant (Duplicating).

Or II

Completion of a formal work experience training program in machine operation, such as those operated under the Manpower Development Training Act (MDTA), the Job Corps, the Neighborhood Youth Corps, the Concentrated Employment Program (CEP), the Work Incentive Program (WIN), or similar programs operated by State, Federal, or local agencies.
THE POSITION
This is the recruiting and developmental class for persons qualified to learn machine operations in one or more areas of a broad range of reproduction and duplication methods. Under close supervision, employees learn to apply safety rules and regulations; select proper machines for each job requirement; select proper papers and films; adjust and regulate machine speed; process different types of masters; maintain supplies; oil, clean, and make minor repairs; and sort, trim, and assemble finished materials.

EXAMINATION SCOPE
This examination consists of the following components:

Qualifications Assessment - Weighted 100%

This examination will consist of a Qualifications Assessment weighted 100%. Candidates must attain an overall minimum score of 70% in order to be placed on the eligible list.

NOTE: It is especially important that each applicant take special care to accurately and completely fill out their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement.

CANDIDATES WHO DO NOT COMPLETE OR SUBMIT THE QUALIFICATIONS ASSESSMENT WILL BE DISQUALIFIED.

Scope:
In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:

A. Knowledge of:
   1. The safety and health policies and procedures contained in the department’s Injury and Illness Prevention Program
   2. Basic safe work practices

B. Ability to:
   1. Carry out directions
   2. Learn rapidly the operating details of reproduction and duplication equipment
   3. Meet deadlines
   4. Maintain a clean and safe area
   5. Communicate at the level required for successful job performance

ELIGIBLE LIST INFORMATION
An Open-Statewide eligible list will be established for the Department of General Services. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS’ PREFERENCE
Veterans’ Preference will be granted for this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans’ Preference. Career Credits do not apply.

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 workplace. 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.
If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, Kathie Raftery, Exam Analyst at (916) 376-5421.

California Department of General Services
Office of Human Resources – Examination Unit
707 3rd Street, 7th Floor
West Sacramento, CA  95605
Phone: (916) 376-5401

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.

Applications are available at local offices of the Employment Development Department, the Department noted on the bulletin, or on the Internet at 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 on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of General Services 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 the civil service law and rules and all competitors will be notified.

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 as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

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, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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 exams investigation may be made of employment records and personal history--fingerprinting may be required.

Veterans’ Preference: California law allows the granting of Veterans’ Preference in any Open examination. In accordance with Government Code Sections 18973.1 and 18973.5, Veterans’ Preference will be awarded as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans’ Preference; 2) Veterans’ Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans’ Preference are available at the CalHR’s website by clicking on the following link: CalCareer Veterans. Additional information can also be found at the California Department of Veterans Affairs at CalVet Veterans.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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 candidate 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.
GENERAL INSTRUCTIONS

READ INSTRUCTIONS CAREFULLY

This Qualifications Assessment is the examination for the Printing Trades Specialist Trainee (General) classification. This examination will provide you with an opportunity to demonstrate your knowledge and experience in a variety of areas.

The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed onto an eligible list. The list will be used by Department of General Services to fill existing positions. A “Conditions of Employment” form is included in this examination which will allow you to select the location and time base you are interested in working.

It is required that you personally complete this examination accurately and without assistance. This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score. Additional instructions are provided on the following pages.
WHAT DOES THE EXAMINATION PACKAGE CONSIST OF?

The Examination Package consists the following:

- Complete the State of California Examination Application (STD. 678) and be sure to sign and date the application. Please refrain from writing “see resume” under the duties performed on the application.
- Your completed Qualifications Assessment.
- All documents required for completion: Candidate Information, Prior State Employment Information, Conditions of Employment, and Affirmation Statement.
- Any supporting documentation to meet the minimum qualifications (see bulletin for minimum qualifications). For example, if you are meeting the minimum qualifications with education, you must include a copy of your diploma and/or official transcript(s). A copy of the official marked transcript is sufficient. The seal may be broken on the envelope upon your receipt of your transcript.

If any of the above-mentioned documents are not completed and/or submitted, you may be disqualified from this examination.

MAILING INSTRUCTIONS

You may mail or deliver in person your completed Qualifications Assessment Package to the following address:

Department of General Services  
Office of Human Resources  
707 3rd Street, 7th Floor  
West Sacramento, CA 95605  
Attention: Kathie Raftery

If you choose to deliver your Qualifications Assessment Package, our business hours and days are between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Note:

- Candidates whose Qualification Assessment Package is postmarked, personally delivered, or received via interoffice mail after the final filing date will be disqualified from the examination.
- Be sure your envelope has adequate postage including a postmark date if submitting via mail.
- 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.
- Facsimiles (FAX) OR email copies will NOT be accepted under any circumstances.
- Keep a photocopy of your completed Qualifications Assessment Package for your records.
# Printing Trades Specialist Trainee (General) Qualifications Assessment

## CANDIDATE INFORMATION

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## PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section ONLY if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. IF THIS DOES NOT APPLY TO YOU, please mark the “Not Applicable” box below and continue to the next section.

State Personnel Board, Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

- [ ] YES
- [ ] NO
- [ ] NOT APPLICABLE
CONDTIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE

Note: Positions are not available at all locations. Please refer to the official examination bulletin for information regarding current available positions and their locations.

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

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

☐ (D) Permanent Full-Time  ☐ (R) Permanent Part-Time
☐ (K) Limited-Term Full-Time  ☐ (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

LOCATION(S) YOU ARE WILLING TO WORK:

☐ 3400 YOLO COUNTY

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

Please refer to your CalCareer Account and log into to update address changes and/or availability for employment changes or contact Department of General Services for assistance at the following address:

Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Attention: Kathie Raftery
(916) 376-5421
START HERE FOR THE QUALIFICATIONS ASSESSMENT

EXPERIENCE – QUALIFICATIONS ASSESSMENT

Read each statement carefully and select the option that best relates to your experience. Your experience includes your education, training courses, and/or work experience (paid or not paid).

1. Learns to operate proper machines (i.e., mail sorters, bindery machines, load movers, tape machines, bundling machines, tying machines, strapping machines, load lifts, sheet counting machines) for each job requirement to accurately complete the task by hand, under direction of the lead operator.

   Select one that best relates to the length of your experience performing this task:
   - ☐ 60 plus months
   - ☐ 24 months to 59 months
   - ☐ Zero to 23 months

   Select one that best relates to how often you performed this task:
   - ☐ Weekly
   - ☐ Monthly/Quarterly
   - ☐ Semi-Annual/Annual
   - ☐ Never

   Have you performed this task within the last 5 years?
   - ☐ Yes
   - ☐ No

2. Makes minor repairs and adjustments to machines (i.e., mail sorters, bindery machines, load movers, tape machines, bundling machines, tying machines, strapping machines, load lifts, sheet counting machines) to maintain working conditions using appropriate tools (i.e., allen wrench, screwdriver, flathead), under direction of the lead operator.

   Select one that best relates to the length of your experience performing this task:
   - ☐ 60 plus months
   - ☐ 24 months to 59 months
   - ☐ Zero to 23 months

   Select one that best relates to how often you performed this task:
   - ☐ Weekly
   - ☐ Monthly/Quarterly
   - ☐ Semi-Annual/Annual
   - ☐ Never

   Have you performed this task within the last 5 years?
   - ☐ Yes
   - ☐ No
3. Performs general bindery inspections for quality and irregularities to ensure finished product meets customer specifications, under direction of the lead operator.

Select one that best relates to the length of your experience performing this task:
☐ 60 plus months
☐ 24 months to 59 months
☐ Zero to 23 months

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 5 years?
☐ Yes
☐ No

4. Pulls materials periodically for manual review and verification of quality.

Select one that best relates to the length of your experience performing this task:
☐ 60 plus months
☐ 24 months to 59 months
☐ Zero to 23 months

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 5 years?
☐ Yes
☐ No

5. Loads boxes and stacks printed products onto appropriate pallets to ensure correct job request is provided to the appropriate customer using manual and electronic lifts (i.e., jack and fork lifts, load movers), under direction of the lead operator.

Select one that best relates to the length of your experience performing this task:
☐ 60 plus months
☐ 24 months to 59 months
☐ Zero to 23 months

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 5 years?
☐ Yes
☐ No
6. Loads tables, bins, conveyors and opens bundled signatures for continuous operation of equipment, under direction of the lead operator.

Select one that best relates to the length of your experience performing this task:
☐ 60 plus months
☐ 24 months to 59 months
☐ Zero to 23 months

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 5 years?
☐ Yes
☐ No

7. Reads and understands instructions before working an assignment to ensure product requests meets assignment requirement under direction.

Select one that best relates to the length of your experience performing this task:
☐ 60 plus months
☐ 24 months to 59 months
☐ Zero to 23 months

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 5 years?
☐ Yes
☐ No

8. Performs housekeeping (i.e., sweeps and mops floors, empties trash cans) to ensure a clean and safe area.

Select one that best relates to the length of your experience performing this task:
☐ 60 plus months
☐ 24 months to 59 months
☐ Zero to 23 months

Select one that best relates to how often you performed this task:
☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annual/Annual
☐ Never

Have you performed this task within the last 5 years?
☐ Yes
☐ No
9. Learns to manually operate load movers, tape machines, bundling machines, tying machines, strapping machines, load lifts, and sheet counting machines to fulfill job requirements, under direction of the lead operator.

Select one that best relates to the length of your experience performing this task:
- ☐ 60 plus months
- ☐ 24 months to 59 months
- ☐ Zero to 23 months

Select one that best relates to how often you performed this task:
- ☐ Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

Have you performed this task within the last 5 years?
- ☐ Yes
- ☐ No

10. Creates load tags and labels to identify products for shipping to appropriate customer using computers and label makers, under direction of the lead operator.

Select one that best relates to the length of your experience performing this task:
- ☐ 60 plus months
- ☐ 24 months to 59 months
- ☐ Zero to 23 months

Select one that best relates to how often you performed this task:
- ☐ Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

Have you performed this task within the last 5 years?
- ☐ Yes
- ☐ No

11. Operates shrink wrap machines and handheld heat guns to meet job requirements in accordance with job specifications, under direction of the lead operator.

Select one that best relates to the length of your experience performing this task:
- ☐ 60 plus months
- ☐ 24 months to 59 months
- ☐ Zero to 23 months

Select one that best relates to how often you performed this task:
- ☐ Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

Have you performed this task within the last 5 years?
- ☐ Yes
- ☐ No
CONTINUE THE EXAMINATION TO THE KNOWLEDGE, SKILL OR ABILITY (KSA) – QUALIFICATIONS ASSESSMENT ON THE NEXT PAGE

KNOWLEDGE, SKILL OR ABILITY (KSA) - QUALIFICATIONS ASSESSMENT

Read each statement carefully and select the option that best relates to your knowledge, skill or ability (KSA). Your knowledge, skill or ability includes your education, training courses, and/or work experience (paid or not paid).

1. Knowledge of current safety and health policies and procedures contained in the department’s Injury and Illness Prevention Program.

   Select one that best describes your knowledge:
   - ☐ Extensive Knowledge (have applied this in an actual setting while performing a job)
   - ☐ Moderate Knowledge (have performed this task but required general supervision)
   - ☐ Limited Knowledge (have education and/or training or have minimally applied it to a job)
   - ☐ No Knowledge (no experience, education or training)

2. Knowledge of basic safe practices.

   Select one that best describes your knowledge:
   - ☐ Extensive Knowledge (have applied this in an actual setting while performing a job)
   - ☐ Moderate Knowledge (have performed this task but required general supervision)
   - ☐ Limited Knowledge (have education and/or training or have minimally applied it to a job)
   - ☐ No Knowledge (no experience, education or training)

3. Ability to carry out directions.

   Select one that best describes your ability:
   - ☐ Extensive Ability (have applied this in an actual setting while performing a job)
   - ☐ Moderate Ability (have performed this task but required general supervision)
   - ☐ Limited Ability (have education and/or training or have minimally applied it to a job)
   - ☐ No Ability (no experience, education or training)

4. Ability to learn rapidly the operating details of reproduction and duplication equipment.

   Select one that best describes your ability:
   - ☐ Extensive Ability (have applied this in an actual setting while performing a job)
   - ☐ Moderate Ability (have performed this task but required general supervision)
   - ☐ Limited Ability (have education and/or training or have minimally applied it to a job)
   - ☐ No Ability (no experience, education or training)

5. Ability to meet deadlines.

   Select one that best describes your ability:
   - ☐ Extensive Ability (have applied this in an actual setting while performing a job)
   - ☐ Moderate Ability (have performed this task but required general supervision)
   - ☐ Limited Ability (have education and/or training or have minimally applied it to a job)
   - ☐ No Ability (no experience, education or training)
6. Ability to maintain a clean and safe area.

Select one that best describes your ability:
☐ Extensive Ability (have applied this in an actual setting while performing a job)
☐ Moderate Ability (have performed this task but required general supervision)
☐ Limited Ability (have education and/or training or have minimally applied it to a job)
☐ No Ability (no experience, education or training)

7. Ability to communicate at the level required for successful job performance.

Select one that best describes your ability:
☐ Extensive Ability (have applied this in an actual setting while performing a job)
☐ Moderate Ability (have performed this task but required general supervision)
☐ Limited Ability (have education and/or training or have minimally applied it to a job)
☐ No Ability (no experience, education or training)

THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT
THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand the information provided by me on this Qualifications Assessment is true and correct to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

It is a violation of Government Code Section 18935 “to practice any deception or fraud” on your application, on this Qualifications Assessment, or any other documentation you submit to obtain state employment eligibility.

SIGNATURE: _______________________________ DATE: __________

NAME (PRINTED): _______________________________