NOTICE OF CLOSING DATE

EXAMINATION TITLE: PRINTING TRADES SPECIALIST TRAINEE (GENERAL)

This is to announce the anticipated testing schedule for the continuous examination named above. Applications must be POSTMARKED by the application cutoff (final filing date) indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the deadline will be held for the next examination.

APPLICATION CUTOFF DATES

May 8, 2020
September 11, 2020

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
SELECTION UNIT
P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

OR

707 THIRD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605
(916) 376-5400

California Relay
Telephone Service for the Deaf/Hearing Impaired:
From TDD 1-800-735-2929
From Voice 1-800-735-2922
THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARRITAL 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.

PRINTING TRADES SPECIALIST TRAINEE (GENERAL)

OPEN EXAM – SPOT: YOLO COUNTY

SALARY RANGE: $2,391 - $2,856

FINAL FILING DATE: CONTINUOUS

*Testing is considered continuous as dates can be set at any time. The office shown below will accept applications continuously and will post cutoff dates as needs warrant. If a cutoff date is posted, applications received after the cutoff date will be held for the next exam administration.

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 SINCE 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.

WHO MAY APPLY

This is an OPEN - SPOT: YOLO COUNTY examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY

Applications are available upon request or on the Internet at: http://jobs.ca.gov/pdf/std678.pdf and may be filed in person or by mail. Resumes alone will not be accepted. Applications (STD 678) 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. Applications personally delivered or received via interoffice mail after 5:00 PM on the final filing date will not be accepted for any reason. The examination title must be indicated on the application. FAXED or EMAILED APPLICATIONS WILL NOT BE ACCEPTED. Submit applications to:

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
ATTN: KATHIE RAFTERY
MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 3RD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605

QUESTIONS

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.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

COMPETITION RESTRICTIONS

Competitors who are eliminated for not meeting the minimum qualifications as stated on this examination bulletin may reapply when the entrance requirements are met. Unsuccessful competitors who do not attain a minimum rating of 70% must wait 12 months from the date of disqualification before reapplying. Successful competitors establishing list eligibility for 12 months are restricted from reapplying again during the 12 month eligibility period indicated on your notice of eligibility.

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.

SEE REVERSE FOR ADDITIONAL INFORMATION

PRINTING TRADES SPECIALIST TRAINEE (GENERAL)

FINAL FILING DATE: CONTINUOUS

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052
(916) 376-5400
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WEST SACRAMENTO, CA 95605

California Relay (Telephone) Service for the Deaf/Hearing Impaired: From TDD 1-800-735-2929, From Voice 1-800-735-2922
MINIMUM QUALIFICATIONS

PRINTING TRADES SPECIALIST TRAINEE (GENERAL)

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

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.

Positions exist in West Sacramento (Yolo County)

EXAMINATION INFORMATION

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 BOTH THE QUALIFICATIONS ASSESSMENT AND THE STATE OF CALIFORNIA EXAMINATION/EMPLOYMENT APPLICATION (STD. 678) WILL BE DISQUALIFIED.

SCOPE

Candidates should be prepared to answer questions related to the following areas:

Knowledge of:

1. The safety and health policies and procedures contained in the department's Injury and Illness Prevention Program
2. Basic safe practices

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

OPEN-SPOT: YOLO COUNTY

eligible lists will be established for the Department of General Services. Names of successful candidates will be merged onto the lists in order of final scores regardless of eligibility date. Eligibility expires 12 months after it is established.

VETERANS’ PREFERENCE

Veterans’ Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

SEE REVERSE FOR ADDITIONAL INFORMATION
It is the candidate’s responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

Applications are available at local offices of the Employment Development Department, the Department noted on the bulletin, or on the Internet at http://jobs.ca.gov.

If you meet the requirements stated on the reverse, 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) subdivisional promotional, 2) departmental promotional, 3) multidepartmental 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 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: Effective January 1, 2014, in accordance with Government Codes 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 percent disabled veteran, who achieves a passing score in an entrance 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 veteran’s preference.

2. An entrance examination is defined, under the law, as any open competitive examination.

3. Veterans’ Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans’ Preference are on the Veterans’ Preference Application (Std. Form 1093), which is available at http://jobs.ca.gov/Job/VeteransInformation, and the Department of Veterans Affairs.

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 examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for Printing Trades Specialist Trainee (General) with the Department of General Services. 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 The 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.

1. Additional instructions are provided on the following pages.
2. This examination enables you to apply for the Printing Trades Specialist Trainee (General) classification. If successful, your name will be placed on an eligible list.
3. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for Printing Trades Specialist Trainee (General). You must ensure you have addressed each of the following areas:

- Candidate Information (page 2)
- Prior State Employment Information (page 2)
- Conditions of Employment (page 2)
- Address or Availability for Employment Changes (page 3)
- Minimum Qualifications (page 3)
- Work Experience (pages 4-5)
- Knowledge, Skill, and Ability Assessment (page 6)
- Preparation for Hiring Interview (page 7)
- Qualifications Assessment Return and Mailing Procedures (page 7)
- Affirmation Statement (page 7)

YOUR COMPLETED STATE OF CALIFORNIA EXAMINATION/EMPLOYMENT APPLICATION (STD. 678) AND QUALIFICATIONS ASSESSMENT MUST INCLUDE YOUR ORIGINAL SIGNATURES AND BE SUBMITTED BY THE FINAL FILING DATE.
CANDIDATE INFORMATION

Name: _____________________________________________________________________________________

Social Security Number: ______________________________________________________________________

Address: ___________________________________________________________________________________

___________________________________________________________________________________________

Home Telephone Number: _____________________________________________________________________

Work Telephone Number: _____________________________________________________________________

E-mail Address: _____________________________________________________________________________

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

CONDITIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

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.

TYPE OF APPOINTMENT YOU WILL ACCEPT

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:

☐ 5700  YOLO COUNTY (ADD ADDITIONAL LOCATIONS IF NECESSARY)
Please notify the Department of General Services promptly of any address changes or availability for employment changes 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

**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**

**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.
**WORK EXPERIENCE**

For items numbered 1 – 11, please rate your "Work Experience" by indicating the boxes that best describe your frequencies and length of experience.

**Frequency:**
- A. If you have performed this task within the last 5 years

**Frequency:**
- B. How often you perform this task
  *(Please select one box from “Weekly”, “Monthly/Quarterly”, “Semi-Annual/Annual”, or “Never” column)*

**Length of Experience:**
- C. Select the appropriate box that best describes your months (length of work experience for each of the following tasks). Only count actual months worked. *(Please select one box from the “Length of Experience” column)*

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Length of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. If performed within 5 years</td>
<td>0 to 23 months</td>
</tr>
<tr>
<td>B. Weekly</td>
<td>24 to 59 months</td>
</tr>
<tr>
<td>B. Monthly/Quarterly</td>
<td>60+ months</td>
</tr>
<tr>
<td>B. Semi-Annual/Annual</td>
<td>60+ months</td>
</tr>
<tr>
<td>B. Never</td>
<td>60+ months</td>
</tr>
</tbody>
</table>

**Note:** There may be up to three (3) checkmarks for each question.  

**Example**

PRINTING TRADES SPECIALIST TRAINEE (GENERAL)

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.

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.

3. Performs general bindery inspections for quality and irregularities to ensure finished product meets customer specifications, under direction of the lead operator.

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

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.

6. Loads tables, bins, conveyors and opens bundled signatures for continuous operation of equipment, under direction of the lead operator.

7. Reads and understands instructions before working an assignment to ensure product requests meets assignment requirement under direction.
For items numbered 1 – 11, please rate your “Work Experience” by indicating the boxes that best describe your frequencies and length of experience.

### Frequency:
- A. If you have performed this task within the last 5 years

### Frequency:
- B. How often you perform this task
  
  *(Please select one box from “Weekly”, “Monthly/Quarterly”, “Semi-Annual/Annual”, or “Never” column)*

### Length of Experience:
- C. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. *(Please select one box from the “Length of Experience” column)*

<table>
<thead>
<tr>
<th>#</th>
<th>Task Description</th>
<th>Frequency</th>
<th>Length of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Performs housekeeping (i.e., sweeps and mops floors, empties trash cans) to ensure a clean and safe area.</td>
<td>A</td>
<td>C</td>
</tr>
<tr>
<td>9</td>
<td>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.</td>
<td>A</td>
<td>C</td>
</tr>
<tr>
<td>10</td>
<td>Creates load tags and labels to identify products for shipping to appropriate customer using computers and label makers, under direction of the lead operator.</td>
<td>A</td>
<td>C</td>
</tr>
<tr>
<td>11</td>
<td>Operates shrink wrap machines and handheld heat guns to meet job requirements in accordance with job specifications, under direction of the lead operator.</td>
<td>A</td>
<td>C</td>
</tr>
</tbody>
</table>

**Note:** There may be up to **three (3) checkmarks for each question.**

**Example**

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
For items numbered 1 - 7, please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA for each of the following areas.

**Definition of Levels:**

- **Extensive Knowledge, Skill, or Ability:** I have applied this KSA in an actual setting while performing a job.
- **Moderate Knowledge, Skill, or Ability:** I have this KSA to perform this task, but may require general supervision.
- **Limited Knowledge, Skill, or Ability:** I have education or training relevant to this KSA, or have minimally applied it to an actual job.
- **No Knowledge, Skill, or Ability:** I have no experience, education or training relevant to this KSA.

<table>
<thead>
<tr>
<th>PRINTING TRADES SPECIALIST TRAINEE (GENERAL)</th>
<th>KSA Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledge of current safety and health policies and procedures contained in the department’s Injury and Illness Prevention Program.</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>2. Knowledge of basic safe practices.</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>3. Ability to carry out directions.</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>4. Ability to learn rapidly the operating details of reproduction and duplication equipment.</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>5. Ability to meet deadlines.</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>6. Ability to maintain a clean and safe area.</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>7. Ability to communicate at the level required for successful job performance.</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
</tbody>
</table>
PREPARATION FOR HIRING INTERVIEW

If you are successful in this examination and called for a hiring interview, you will be asked to supply transcripts of your college course work, proof of degree(s) received and any credential(s) that may be applicable. Additionally, you may be asked to supply supplemental documentation to verify your responses in this examination. It is strongly recommended that you assemble transcripts and licenses in advance to expedite the process.

RETURN AND MAILING PROCEDURE

This Qualifications Assessment will account for 100% of the weight of your examination for this classification. You may mail or deliver in person the completed Qualifications Assessment and State of California Examination/Employment Application (STD. 678) to the following address:

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

NOTE:
• Candidates whose Exam Package (Qualifications Assessment and State of California Examination/Employment Application (STD. 678)) are postmarked, personally delivered, or received via interoffice mail after the due date will be eliminated from the examination.
• Be sure your envelope has adequate postage if submitting via mail.
• Facsimiles (FAX) will NOT be accepted under any circumstances.
• Make and keep a photocopy of the completed Exam Package for your records.

AFFIRMATION STATEMENT

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:
“The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

j. Has intentionally attempted to practice any deception or fraud in his or her application in his or her examination or in securing his or her eligibility.”

I hereby certify and understand that the information provided by me on this questionnaire is true and complete 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.

SIGNATURE: ____________________________ DATE: __________

NAME (PRINTED): ________________________________

THIS COMPLETES THE QUALIFICATIONS ASSESSMENT