PRINTING PLANT MACHINIST

Class Code: 7431
Examination Code: 8GS07
Examination Type: Open, Spot: Sacramento
Final Filing Date: Continuous

CLASSIFICATION DETAILS

Salary Range:

Range A: $5,865.00 - $6,043.00

View the Printing Plant Machinist classification specification.

CUT-OFF DATES

Applications are accepted on a continuous basis. Applications received after the cut-off date will be processed in the next exam administration.

Cut-off dates are as follows:

March 15, 2022
June 15, 2022
September 15, 2022
November 15, 2022

Note: Applications and Qualification Assessments may be processed on a flow basis prior to the cut-off date, to meet the hiring needs of the department. Additionally, cut-off dates are subject to change or cancellation at any time. Such changes or cancellations will be in accordance with civil service laws and rules.

Please contact the Department of General Services, Examinations Unit at (916) 376-5400 if you have not received your results after four (4) weeks.

APPLICATION INSTRUCTIONS

Who Should Apply:

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

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

How to Apply:

All applicants must complete and submit an Examination / Employment Application (STD. 678) (Application) **AND** the Qualifications Assessment found at the end of this exam bulletin.

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

You may submit your examination application package by mail to:

Attention: Examination Unit
Office of Human Resources
Department of General Services
P.O. Box 989052
West Sacramento, CA 95798-9052

OR submit in person at:

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

Note: If you personally deliver 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 listed above.

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

Faxed or emailed Applications and Qualifications Assessments will not be accepted.

Completed and signed exam Applications (STD. 678) **and** Qualifications Assessments must be received by the cut-off date to be considered. Application Packages received after the cut-off date will be processed in the next exam administration.

Special Testing Arrangements:

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

California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95814

Phone: (866) 844-8671
Email: 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.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applicants must complete and submit the Examination / Employment Application (STD. 678) **and** Qualifications Assessment. Applicants who meet the Minimum Qualifications will have their Qualifications Assessment rated.

Applicants must meet the experience/education Minimum Qualifications by the cut-off date.

Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside of California state service will count towards experience.

Qualifying experience may be combined on a proportionate basis if the Minimum Qualifications stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, applicants 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.

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

Your signature on your application indicates that you have read, understood, and possess the qualifications required.

MINIMUM QUALIFICATIONS

Printing Plant Machinist

Either I

Two years' experience as a journey level Molding Press Operator, Specialty Press Operator, Sheetfed Press Operator I, Webfed Offset Press Operator I, or Bookbinder IV in the Office of State Printing. **and**

Fifteen units of college credits with emphasis on math, pneumatic controls, metals technology, and both oxyacetylene and arc welding.

Or II

1. Four years of experience as a machinist involved with installation, repair, maintenance or assembly of printing equipment for a large manufacturer, or as a maintenance machinist in a printing plant; **or**

2. Completion of a recognized apprenticeship as a machinist in a printing trade. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination but must present evidence of completion prior to appointment.)

NOTE: Applicants using education to meet the minimum requirements MUST provide a copy of their degree, copy of official transcript (sealed envelope not necessary), or statement and/or evaluation from an accredited U.S. college or university with their examination application.

POSITION DESCRIPTION

The Printing Plant Machinist assembles, installs, adjusts, relocates and maintains a wide variety of composing, printing and bindery machinery; identifies reasons for improper machine function and operates a variety of machine tools to repair composing, printing and bindery machinery; operates machinists' tools such as lathes, shapers, precision grinders, drill press, hand and power tools and welding equipment in the construction of a variety of metal parts and fixtures; and makes minor modifications to machinery.

EXAMINATION SCOPE

This examination consists of the following components:

Qualifications Assessment - Weighted 100%

Candidates must attain an overall minimum score of 70% to be placed on the eligible list.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the minimum qualifications will have their Qualifications Assessment rated, and successful candidates will be placed on an eligible list. **Submission of the Qualifications Assessment is mandatory.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each applicant's:

A. Knowledge of:

1. Methods, materials and equipment used in assembling, installing, adjusting and maintaining composing, printing and bindery machinery
2. Troubleshooting techniques used in the repair of composing, printing and bindery machinery
3. Characteristics of various metals used in composing, printing and bindery machinery
4. Electrical and electronic components used in printing and bindery machinery

B. Ability to:

1. Demonstrate good mechanical ability
2. Demonstrate skill in the use of machinists' hand tools
3. Operate machine tools, small power tools and welding equipment
4. Communicate effectively

C. Special Personal Characteristics:

1. Willingness to work under noisy conditions (hearing protection provided)
2. Willingness to work various shifts (day, 1st, or 2nd night).

D. Additional Desirable Qualification:

1. Education equivalent to completion of the twelfth grade

ELIGIBLE LIST INFORMATION

An **Open, Spot: Sacramento County** eligible list for the **Printing Plant Machinist** classification will be established for the Department of General Services. Names of successful competitor's will be merged onto the eligible list in order of final scores regardless of exam date. Eligibility expires **twenty-four (24) 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, they shall be ranked in the top rank of the resulting eligible list.

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

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

PREPARING FOR THE EXAMINATION

Suggested resources to have available prior to taking the exam:

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

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

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

CONTACT INFORMATION

If you have questions concerning this announcement, please contact:

California Department of General Services
Office of Human Resources – Examination Unit
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Phone: (916) 376-5400
Email: Exams@dgs.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 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.

GENERAL INFORMATION

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

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on 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 score.

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.

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 examinations, investigation may be made of employment records and personal history-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, 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.

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.

Printing Plant Machinist

Qualifications Assessment

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GENERAL INSTRUCTIONS

READ INSTRUCTIONS CAREFULLY

This Qualifications Assessment is the examination for the Printing Plant Machinist classification. This examination provides you the 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 allows you to select the location(s) and time base(s) 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.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the eligible list / certification list
- Loss of State employment
- Loss of rights to compete in any future state examination

EXAMINATION DOCUMENTS

The Qualifications Assessment Package consists of the following:

- Completed, signed, and dated the State of California Examination / Employment Application (STD. 678) and be sure to sign and date the application. 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 signed Affirmation Statement.
- Any supporting documentation to meet the minimum qualifications (see bulletin for Minimum Qualifications). For example, if you meet 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 Examination Package to the following address:

Attention: Examination Unit
Office of Human Resources
Department of General Services
PO Box 989052
West Sacramento, CA 95798-9052

OR submit in person at the following address:

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

Note:

- Qualifications Assessment Packages postmarked, personally delivered, or received via interoffice mail **after** the cut-off date will be processed in the next exam administration.
- Make sure your envelope has **adequate postage**, if submitting via mail.
- Facsimiles (FAXES) OR email copies will **NOT** be accepted under any circumstances.
- Keep a photocopy of your completed Qualifications Assessment Package for your records.

CANDIDATE INFORMATION

Printed Name: _____

Social Security Number: _____

Home Telephone Number: _____

Work Telephone Number: _____

Email 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 the result of disciplinary proceedings. IF THIS DOES NOT APPLY TO YOU, please skip this section.

State Personnel Board, Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if they 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**

EXPERIENCE QUALIFICATIONS ASSESSMENT

START THE QUALIFICATIONS ASSESSMENT HERE

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. Estimates time necessary to repair equipment and communicates the status to management for the production needs of the customer using computer software programs, etc. under the direction of a supervisor.

A. 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

B. Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annually/Annually
☐ Never

C. Have you performed this task within the last 5 years?

☐ Yes
☐ No

2. Installs printing related equipment for the production needs of the customer utilizing various tools, forklifts, safety guidelines, OSHA, etc. under the direction of a supervisor.

A. 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

B. Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annually/Annually
☐ Never

C. Have you performed this task within the last 5 years?

☐ Yes
☐ No

3. Troubleshoots, repairs, and maintains printing related equipment by repairing and replacing gears, bearings, seals, pneumatic, hydraulic, rollers, gear boxes, pumps, safety equipment, etc. to maintain the working condition of equipment utilizing various tools, forklifts, safety guidelines, OSHA, service manuals, etc. under the direction of a supervisor.

A. 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

B. Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annually/Annually
☐ Never

C. Have you performed this task within the last 5 years?

☐ Yes
☐ No

4. Utilizes and operates all machine shop hand/power tools and techniques such as lathes, milling machines, welders, etc. to repair the printing related equipment in accordance with safety guidelines, OSHA, service manuals, etc. under the directions of a supervisor.

A. 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

B. Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annually/Annually
☐ Never

C. Have you performed this task within the last 5 years?

☐ Yes
☐ No

5. Constructs or prefabricates parts and fixtures and makes modifications as needed to equipment for the production needs of the customer utilizing various tools, forklifts, safety guidelines, OSHA, etc. under the direction of a supervisor.

A. 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

B. Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annually/Annually
☐ Never

C. Have you performed this task within the last 5 years?

☐ Yes
☐ No

6. Maintains preventive maintenance programs for printing related equipment for longevity of the equipment and to reduce down-time utilizing various tools, forklifts, safety guidelines, OSHA, etc. under the direction of a supervisor.

A. 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

B. Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annually/Annually
☐ Never

C. Have you performed this task within the last 5 years?

☐ Yes
☐ No

7. Responds to equipment emergencies to meet the customers' needs utilizing cell phones, computer software programs, safety guidelines, various tools, etc. under the direction of a supervisor.

A. 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

B. Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annually/Annually
☐ Never

C. Have you performed this task within the last 5 years?

☐ Yes
☐ No

8. Replaces any/all machine parts for the OSP facilities to meet the customers' needs utilizing various tools, forklifts, safety guidelines, OSHA, etc. under the direction of a supervisor.

A. 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

B. Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annually/Annually
☐ Never

C. Have you performed this task within the last 5 years?

☐ Yes
☐ No

9. Reports inefficient operations to supervisory personnel so that corrective action can be initiated using computer software programs, telephones, cell phones, pencils/pens, notepads, etc. under the direction of a supervisor.

A. 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

B. Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annually/Annually
☐ Never

C. Have you performed this task within the last 5 years?

☐ Yes
☐ No

10. Completes projects assigned in a timely manner for the production needs of the customer utilizing computer software programs, various tools, forklifts, safety guidelines, OSHA, etc. under the direction of a supervisor.

A. 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

B. Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annually/Annually
☐ Never

C. Have you performed this task within the last 5 years?

☐ Yes
☐ No

11. Performs testing of the air compressors, by including routine inspections and scheduled maintenance to keep the printing related equipment operating utilizing various tools, forklifts, safety guidelines, OSHA, etc. under the direction of a supervisor.

A. 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

B. Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annually/Annually
☐ Never

C. Have you performed this task within the last 5 years?

☐ Yes
☐ No

12. Improves tenant projects by providing estimates, plans and drawings in order to make upgrades to the building, complete projects, etc. utilizing various tools, forklifts, safety guidelines, OSHA, etc. under the direction of a supervisor.

A. 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

B. Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annually/Annually
☐ Never

C. Have you performed this task within the last 5 years?

☐ Yes
☐ No

13. Maintains current records of modifications by continually documenting changes to existing equipment, changes to the plans, etc., in order to meet the customer's needs using computer software programs, pencils/pens, notepads, mechanical drawings, etc. under the direction of a supervisor.

A. 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

B. Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annually/Annually
☐ Never

C. Have you performed this task within the last 5 years?

☐ Yes
☐ No

14. Determines supply and the parts needed according to system specifications for inventories using mechanical drawings, computer software programs, pencil/pens, notepads, plant requisitions, etc. under the direction of a supervisor.

A. 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

B. Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annually/Annually
☐ Never

C. Have you performed this task within the last 5 years?

☐ Yes
☐ No

15. Obtains price quotes and makes price comparisons to meet procurement guidelines by using catalogs, internet, vendors, plant requisitions, and supplier price estimates under the direction of a supervisor.

A. 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

B. Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annually/Annually
☐ Never

C. Have you performed this task within the last 5 years?

☐ Yes
☐ No

16. Recommends and submits appropriate purchases to obtain management approval to meet procurement guidelines by using catalogs, internet, vendors, plant requisitions, and supplier price estimates under the direction of a supervisor.

A. 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

B. Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annually/Annually
☐ Never

C. Have you performed this task within the last 5 years?

☐ Yes
☐ No

17. Verifies stock received by conducting a physical review of goods received as compared to the purchase orders to ensure the quantity and quality of product utilizing safety glasses, purchase requisitions, products, various tools, etc. under the direction of a supervisor.

A. 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

B. Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annually/Annually
☐ Never

C. Have you performed this task within the last 5 years?

☐ Yes
☐ No

18. Reports and tracks completed work to meet customer's needs using computer software programs, work orders, etc. under the direction of a supervisor.

A. 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

B. Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annually/Annually
☐ Never

C. Have you performed this task within the last 5 years?

☐ Yes
☐ No

19. Attends training to keep up with current technology, safety programs, OSHA regulations, etc. using training classes, manuals, internet, meetings, etc. under the direction of a supervisor.

A. 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

B. Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annually/Annually
☐ Never

C. Have you performed this task within the last 5 years?

☐ Yes
☐ No

20. Delivers/pickup printing plant equipment parts to make repairs at various work sites using vehicles, hand carts, forklifts, etc. under the direction of a supervisor.

A. 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

B. Select one that best relates to how often you performed this task:

☐ Weekly
☐ Monthly/Quarterly
☐ Semi-Annually/Annually
☐ Never

C. Have you performed this task within the last 5 years?

☐ Yes
☐ No

CONTINUE TO THE KNOWLEDGE, SKILLS, ABILITIES (KSAs) QUALIFICATIONS ASSESSMENT ON THE NEXT PAGE

KNOWLEDGE, SKILLS, ABILITIES (KSAs) QUALIFICATIONS ASSESSMENT

Read each statement carefully and select the option that best relates to your Knowledge, Skills, Abilities (KSAs). Your KSAs include formal education, training courses, and/or work experience (paid or not paid).

1. Knowledge of methods, materials and equipment used in manufacturing, assembling, installing, adjusting and maintaining printing and bindery machinery.

   A. Select one that best describes your knowledge:
   - ☐ Extensive Knowledge (have applied this in an actual setting while performing a job independently)
   - ☐ Moderate Knowledge (have applied this in an actual setting 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 troubleshooting techniques used in the repair of printing and bindery machinery.

   A. Select one that best describes your knowledge:
   - ☐ Extensive Knowledge (have applied this in an actual setting while performing a job independently)
   - ☐ Moderate Knowledge (have applied this in an actual setting 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. Knowledge of characteristics of various metals and materials used in printing and bindery machinery.

   A. Select one that best describes your ability:
   - ☐ Extensive Knowledge (have applied this in an actual setting while performing a job independently)
   - ☐ Moderate Knowledge (have applied this in an actual setting 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)

4. Knowledge of electrical and electronic components used in printing and bindery machinery.

   A. Select one that best describes your ability:
   - ☐ Extensive Knowledge (have applied this in an actual setting while performing a job independently)
   - ☐ Moderate Knowledge (have applied this in an actual setting 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)

5. Knowledge of safety methods used for machinist to ensure a safe environment.

   A. Select one that best describes your ability:

   - ☐ Extensive Knowledge (have applied this in an actual setting while performing a job independently)
   - ☐ Moderate Knowledge (have applied this in an actual setting 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)

6. Knowledge of computer software programs to complete assignments.

   A. Select one that best describes your ability:
   - ☐ Extensive Knowledge (have applied this in an actual setting while performing a job independently)
   - ☐ Moderate Knowledge (have applied this in an actual setting 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)

7. Ability to demonstrate good mechanical aptitude to successfully work on printing related equipment.

   A. Select one that best describes your ability:
   - ☐ Extensive Ability (have applied this in an actual setting while performing a job independently)
   - ☐ Moderate Ability (have applied this in an actual setting 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)

8. Ability to use the machinist's hand tools to successfully work on printing related equipment.

   A. Select one that best describes your ability:
   - ☐ Extensive Ability (have applied this in an actual setting while performing a job independently)
   - ☐ Moderate Ability (have applied this in an actual setting 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)

9. Ability to operate machine tools, small power tools and welding equipment to successfully work on printing related equipment.

   A. Select one that best describes your ability:
   - ☐ Extensive Ability (have applied this in an actual setting while performing a job independently)
   - ☐ Moderate Ability (have applied this in an actual setting 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)

10. Ability to read and write English at a level required for successful job performance.

   A. Select one that best describes your ability:
   - ☐ Extensive Ability (have applied this in an actual setting while performing a job independently)
   - ☐ Moderate Ability (have applied this in an actual setting 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)

11. Ability to perform mathematical computations at a level required for successful job performance.

    A. Select one that best describes your ability:
    - ☐ Extensive Ability (have applied this in an actual setting while performing a job independently)
    - ☐ Moderate Ability (have applied this in an actual setting 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)

12. Ability to communicate effectively with management, clients, and coworkers required for successful job performance.

    A. Select one that best describes your ability:
    - ☐ Extensive Ability (have applied this in an actual setting while performing a job independently)
    - ☐ Moderate Ability (have applied this in an actual setting 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)

13. Ability to follow policies and procedures effectively for successful job performance.

    A. Select one that best describes your ability:
    - ☐ Extensive Ability (have applied this in an actual setting while performing a job independently)
    - ☐ Moderate Ability (have applied this in an actual setting 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)

14. Ability to follow safety procedures effectively for successful job performance.

    A. Select one that best describes your ability:
    - ☐ Extensive Ability (have applied this in an actual setting while performing a job independently)
    - ☐ Moderate Ability (have applied this in an actual setting 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)

15. Ability to work under stressful conditions for successful job performance.

    A. Select one that best describes your ability:
    - ☐ Extensive Ability (have applied this in an actual setting while performing a job independently)
    - ☐ Moderate Ability (have applied this in an actual setting 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)

16. Ability to work in a teamwork environment or independently for successful job performance.

    A. Select one that best describes your ability:
    - ☐ Extensive Ability (have applied this in an actual setting while performing a job independently)
    - ☐ Moderate Ability (have applied this in an actual setting 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)

17. Ability to relate and work effectively with staff, contractors, management, public and coworkers for successful job performance.

    A. Select one that best describes your ability:
    - ☐ Extensive Ability (have applied this in an actual setting while performing a job independently)
    - ☐ Moderate Ability (have applied this in an actual setting 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)

18. Ability to lead and direct the work of others for successful job performance.

    A. Select one that best describes your ability:
    - ☐ Extensive Ability (have applied this in an actual setting while performing a job independently)
    - ☐ Moderate Ability (have applied this in an actual setting 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)

19. Ability to organize time effectively and set effective priorities for successful job performance.

    A. Select one that best describes your ability:
    - ☐ Extensive Ability (have applied this in an actual setting while performing a job independently)
    - ☐ Moderate Ability (have applied this in an actual setting 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)

20. Ability to demonstrate good mechanical aptitude to successfully work on printing related equipment.

    A. Select one that best describes your ability:
    - ☐ Extensive Ability (have applied this in an actual setting while performing a job independently)
    - ☐ Moderate Ability (have applied this in an actual setting 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.

PLEASE COMPLETE THE CONDITIONS OF EMPLOYMENT AND AFFIRMATION STATEMENT ON THE NEXT PAGES.

CONDITIONS OF EMPLOYMENT

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

TYPE OF APPOINTMENT YOU WILL ACCEPT

Select one box only next to the type of employment you will accept. Select **(A)** if you are willing to accept any type of employment.

☐ **(A) Permanent or Limited Term – Full Time, Part Time, or Intermittent**

☐ **(C) Permanent or Limited Term – Full Time Only**

☐ **(M) Permanent or Limited Term – Part Time or Intermittent Only**

☐ **(D) Permanent Only – Full Time Only**

☐ **(K) Limited Term Only – Full Time Only**

☐ **(R) Permanent – Part Time or Intermittent OR Limited Term – Full Time, Part Time, or Intermittent**

If 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

Select the location where you wish to establish eligibility. If you fail to indicate a location, your eligibility will be established for the location nearest to the address listed on your application.

☐(**3400) Sacramento County**

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

After list release, successful candidates may update any address and/or availability for employment preference information by accessing their CalCareer Account (www.calcareers.ca.gov) on the California Department of Human Resources (CalHR) website or by notifying Department of General Services at the following address:

Attention: Examination Unit
Office of Human Resources
Department of General Services
707 3rd Street, 7th Floor
West Sacramento, CA 95605
(916) 376-5400

AFFIRMATION STATEMENT

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand the information provided by me on this Qualifications Assessment AND the Examination Application (STD. 678) 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. Your signature on your application indicates you have read, understood, and possess the qualifications requires.

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: _____

PRINTED NAME: _____

DATE: _____

THIS COMPLETES THE QUALIFICATIONS ASSESSMENT PACKAGE.