NOTICE OF CLOSING DATE

August 27, 2019

EXAMINATION TITLE: PRINTING PLANT MACHINIST

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 DATE

September 13, 2019

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
WHO MAY APPLY

This is an OPEN-SPOT: SACRAMENTO 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. 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: MARLENE BOYD
MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

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

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUESTIONS

If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, Marlene Boyd, Exam Analyst at (916) 376-5443.

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.

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

Either I


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.

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 diploma, official/unofficial transcript, statement and/or evaluation from an accredited U.S. college or university with their examination application.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work under noisy conditions (hearing protection provided); willingness to work various shifts.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

SEE REVERSE FOR ADDITIONAL INFORMATION
THE POSITION
Under the general direction of a supervisor, incumbents are responsible for the skillful operation of machine tools necessary for installing, repairing and maintaining printing plant equipment. This is the journey level. Positions exist in Sacramento only.

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:

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. Read and write English at a level required for successful job performance

ELIGIBLE LIST INFORMATION
OPEN-SPOT: SACRAMENTO 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.

GENERAL 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.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

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.

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.
4. 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.
5. High School Equivalance: 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.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones 1-800-735-2929 ☏ Voice 1-800-735-2922

California Department of General Services ☻ Office of Human Resources
MAILING ADDRESS: P.O. BOX 998052 ☻ West Sacramento, CA 95798-9052 ☻ Telephone (916) 376-5400
STREET ADDRESS: 707 3RD Street, 7TH Floor ☻ West Sacramento, CA 95605

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
Read instructions carefully

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the following classifications with the Department of General Services:

- **Printing Plant Machinist**

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.

This examination enables you to apply for the following classifications, and if successful, your name will be placed on an eligible list.

- **Printing Plant Machinist**

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 Plant Machinist**. You must ensure you have addressed each of the following areas:

- Candidate Information (page 2)
- Prior State Employment Information (page 2)
- Conditions of Employment (pages 2)
- Address or Availability for Employment Changes (page 3)
- Minimum Qualifications (page 3)
- Work Experience (page 4 - 7)
- Knowledge, Skill, and Ability Assessment (pages 8-12)
- Preparation for Hiring Interview (page 10)
- Qualifications Assessment Return and Mailing Procedures (page 10)
- Affirmation Statement (page 10)
- State Application Form 678

**YOUR COMPLETED QUALIFICATIONS ASSESSMENT MUST INCLUDE YOUR ORIGINAL SIGNATURE AND BE SUBMITTED BY THE FINAL FILING DATE OF September 13, 2019.**
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.

LOCATION(S) YOU ARE WILLING TO WORK:

☐ 3400 SACRAMENTO COUNTY

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.
ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

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: MARLENE BOYD

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

**AND**

**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)*

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

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Frequency</th>
<th>Length of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>☒</td>
<td>□</td>
</tr>
<tr>
<td>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.</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>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.</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>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 direction of a supervisor.</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>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.</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>
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
- 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>Weekly</td>
<td>Monthly/Quarterly</td>
</tr>
<tr>
<td></td>
<td>Semi-Annual/Annual</td>
</tr>
<tr>
<td></td>
<td>Never</td>
</tr>
<tr>
<td>60+ months</td>
<td>24 to 59 months</td>
</tr>
<tr>
<td>0 to 23 months</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Frequency</th>
<th>Length of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Maintains preventive maintenance programs for printing related equipment</td>
<td>☒</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>for longevity of the equipment and to reduce down time utilizing various tools</td>
<td>☐</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>forklifts, safety guidelines, OSHA, etc. under the direction of a supervisor.</td>
<td>☐</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>7. Responds to equipment emergencies to meet the customers’ needs utilizing cell</td>
<td>☐</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>phones, computer software programs, safety guidelines, various tools, etc. under</td>
<td>☐</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>the direction of a supervisor.</td>
<td>☐</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>8. Replaces any/all machine parts for the OSP facilities to meet the customers’</td>
<td>☐</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>needs utilizing various tools, forklifts, safety guidelines, OSHA, etc. under</td>
<td>☐</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>the direction of a supervisor.</td>
<td>☐</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>9. Reports inefficient operations to supervisory personnel so that corrective</td>
<td>☐</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>action can be initiated using computer software programs, telephones, cell</td>
<td>☐</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>phones, pencils/pens, notepads, etc. under the direction of a supervisor.</td>
<td>☐</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>10. Completes projects assigned in a timely manner for the production needs of</td>
<td>☐</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>the customer utilizing computer software programs, various tools, forklifts,</td>
<td>☐</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>safety guidelines, OSHA, etc. under the direction of a supervisor.</td>
<td>☐</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>11. Performs testing of the air compressors, by including routine inspections</td>
<td>☐</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>and scheduled maintenance to keep the printing related equipment operating</td>
<td>☐</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>utilizing various tools, forklifts, safety guidelines, OSHA, etc. under the</td>
<td>☐</td>
<td>☐ ☐ ☐</td>
</tr>
<tr>
<td>direction of a supervisor.</td>
<td>☐</td>
<td>☐ ☐ ☐</td>
</tr>
</tbody>
</table>

Reprinted with permission from Printing Plant Machinist, Qualifications Assessment - Page 5. ALL RESPONSES ARE SUBJECT TO VERIFICATION.
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
- **B.** How often you perform this task.
  
  *(Please select one box from “Weekly”, “Monthly/Quarterly”, “Semi-Annual/Annual”, or “Never” column)*

**AND**

**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)*

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

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Length of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performed task within last 5 years</td>
<td>Weekly</td>
</tr>
</tbody>
</table>

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

**Example**

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
<th>Length of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>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.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>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.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>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.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>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.</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
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
- 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)*

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

**Example**

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Frequency</th>
<th>Length of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>☒ ☐ ☒ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>18. Reports and tracks completed work to meet customer’s needs using computer software programs, work orders, etc. under the direction of a supervisor.</td>
<td>☐ ☐ ☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>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.</td>
<td>☐ ☐ ☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>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.</td>
<td>☐ ☐ ☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐ ☐ ☐</td>
</tr>
</tbody>
</table>

CONTINUE TO THE KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT ON THE NEXT PAGE
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, but have not 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>KSA Level</th>
<th>Extensive</th>
<th>Moderate</th>
<th>Limited</th>
<th>No Knowledge</th>
</tr>
</thead>
</table>

| 1. Journey level knowledge of methods, materials and equipment used in manufacturing, assembling, installing, adjusting and maintaining printing and bindery machinery. | | | | |
| 2. Journey level knowledge of troubleshooting techniques used in the repair of printing and bindery machinery. | | | | |
| 3. Journey level knowledge of characteristics of various metals and materials used in printing and bindery machinery. | | | | |
| 4. Basic knowledge of electrical and electronic components used in printing and bindery machinery. | | | | |
| 5. Basic knowledge of safety methods used for machinist to ensure a safe environment. | | | | |
| 6. Knowledge of computer software programs to complete assignments. | | | | |
| 7. Journey level ability to demonstrate good mechanical aptitude to successfully work on printing related equipment. | | | | |
| 8. Journey level ability to use the machinist’s hand tools to successfully work on printing related equipment. | | | | |
| 9. Journey level ability to operate machine tools, small power tools and welding equipment to successfully work on printing related equipment. | | | | |
| 10. Basic ability to read and write English at a level required for successful job performance. | | | | |
| 11. Basic ability to perform mathematical computations at a level required for successful job performance. | | | | |

CONTINUE TO THE KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT ON THE NEXT PAGE
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, but have not 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>KSA Level</th>
<th>Extensive Knowledge, Skill, or Ability</th>
<th>Moderate Knowledge, Skill, or Ability</th>
<th>Limited Knowledge, Skill, or Ability</th>
<th>No Knowledge, Skill, or Ability</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Ability to communicate effectively with management, clients, and coworkers required for successful job performance.</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>13. Ability to follow policies and procedures effectively for successful job performance.</td>
<td>☐</td>
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<tr>
<td>15. Ability to work under stressful conditions for successful job performance.</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>16. Ability to work in a teamwork environment or independently for successful job performance.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>17. Ability to relate and work effectively with staff, contractors, management, public and coworkers for successful job performance.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>18. Basic ability to lead and direct the work of others for successful job performance.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>19. Ability to organize time effectively and set effective priorities for successful job performance.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>20. Journey level ability to demonstrate good mechanical aptitude to successfully work on printing related equipment.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

CONTINUE TO NEXT PAGE FOR AFFIRMATION STATEMENT.
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.

QUALIFICATIONS ASSESSMENT RETURN AND MAILING PROCEDURES

This Qualifications Assessment will account for 100% of the weight of your examination for this classification. You must also submit a completed Application Form, STD 678. You may mail or deliver in person the completed Qualifications Assessment to the following address:

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

NOTE:
- Candidates whose Qualifications Assessment is 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 Qualifications Assessment 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