



PRINTING PLANT SUPERINTENDENT

Exam Code: 4GS05

Department: Department of General Services

Exam Type: Departmental, Open

Final Filing Date: 3/29/2024

CLASSIFICATION DETAILS

Printing Plant Superintendent (7221) – \$7,098 - \$8,818 per month.

View the [Printing Plant Superintendent](#) classification specification.

APPLICATION DEADLINE

Final Filing Date: 3/29/2024

Applications must be emailed, postmarked, or personally delivered no later than the final filing date. Applications emailed, postmarked, or personally delivered after the final filing date will not be accepted for any reason.

APPLICATION INSTRUCTIONS

Who Should Apply:

Applicants who meet the minimum qualifications, as stated on this bulletin, by the final filing date may apply for and take this examination.

How To Apply:

Applicants are required to submit a completed and signed (1) [State Application](#) (Std. Form 678) and (2) Training and Experience Evaluation (found at the end of this bulletin) for this examination either by mail, in person, or via email to the addresses listed below.

Via Email

DGSExams@dgs.ca.gov

The preferred method of application submittal is via email as it is the most **expeditious** method of communication.

By Mail

Department of General Services

Office of Human Resources

Attn: Recruitment and Examination Services Unit
P.O. Box 989052
West Sacramento, CA 95798-9052

In Person

Department of General Services
707 3rd Street, Lobby*
West Sacramento, CA 95605
Monday through Friday, 8:00 a.m. to 5:00 p.m. (excluding holidays)

*Visitors to the Department of General Services must be escorted at all times. Applicants must use the telephone provided in the Lobby to contact the Office of Human Resources at (916) 376-5400 OR email DGSExams@dgs.ca.gov to set up an appointment to drop off their application.

Do not submit applications to the California Department of Human Resources.

Applications with an original or electronic signature will be accepted.

Dates printed on mobile barcodes or equivalent mobile print technology shall not be considered postmarks and, as such, are not acceptable proof of the date an application was filed.

Applications MUST include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information MUST include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable). Applications received without this information may have delays in processing and/or may be rejected.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact the department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Printing Plant Superintendent

Either I

Two years of experience in the California state service performing the duties of an Associate Printing Plant Superintendent. **And**

Twenty-four units of college level courses in business/management (two years of full-time supervisory experience may be substituted for the required education at the rate of one year for 12 units).

Or II

Three years of supervisory experience in a printing or reproduction facility employing 25 or more journey level persons. **And**

Twenty-four units of college level courses in business/management (two years of full-time supervisory experience may be substituted for the required education at the rate of one year for 12 units).

Or III

Experience: Two years of supervisory experience in a printing or reproduction facility employing 25 or more journey level persons. **And**

Education: The equivalent of a Baccalaureate Degree in either (1) Industrial Technology with a Printing Management Option, or (2) Graphic Communications.

Applicants using education to meet the minimum qualifications MUST provide a copy of their diploma, unofficial transcript, statement and/or evaluation from an accredited U.S. college/university with their Examination Application (Std. Form 678).

POSITION DESCRIPTION

Printing Plant Superintendent

In the Office of State Printing, under general direction, to plan, organize, and direct the work of one of the production departments which are the composing room department, pressroom department and bindery department; and to do other related work.

Positions exist in Sacramento and Yolo Counties.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience (T&E) Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **T&E Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their exam results within four (4) weeks of the cut-off date.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Principles, methods, materials, tools, equipment, and safety practices used in all of the production operations of a large printing plant including the composing room, pressroom, and bindery operations.
2. General printing plant procedures.
3. Principles and techniques of personnel management and effective supervision.
4. Principles of work simplification.
5. Safety practices.

6. The department's Equal Employment Opportunity (EEO) Program objectives.
7. A manager's role in the EEO Program and the processes available to meet EEO objectives.
8. Labor relations principles and policies.

Ability to:

1. Read and write English at a level required for successful job performance.
2. Plan and direct the work of others.
3. Establish and maintain quantity and quality controls.
4. Estimate the time necessary to complete jobs.
5. Analyze situations accurately and take effective action.
6. Administer labor management contracts.
7. Effectively contribute to the department's EEO objectives.
8. Prepare reports and correspondence.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Printing Plant Superintendent** classification will be established for:

Department of General Services

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) 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, he or she shall be ranked in the top rank of the resulting eligible list.

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

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

To streamline the examination process, please create a [CalCareer Account](#) with CalHR. A CalCareer Account is a one stop shop for taking civil service examinations, applying for state jobs, and provides storage and organization for your documents and communications stemming from job opportunities, all in a paperless format. To sign up for a CalCareer Account, or log in to your existing account, [Click here](#).

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.

TESTING DEPARTMENTS

Department of General Services

CONTACT INFORMATION

If you have any technical or administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Department of General Services
Office of Human Resources
Attn: Recruitment and Examination Services Unit
707 3rd Street
West Sacramento, CA 95605

Phone: (916) 376-5400

Email: DGSExams@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. Form 678) forms are available at CalHR, 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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

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 civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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 and 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) 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 in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education 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 competitor 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.

This bulletin cancels and supersedes all previously issued bulletins.



PRINTING PLANT SUPERINTENDENT Training and Experience Evaluation

GENERAL INFORMATION

This Training and Experience (T&E) Evaluation will be used to measure your experience, training, and/or education relevant to this classification. It will ask you to rate yourself on the experience, training, and/or education that you will bring to the job with Department of General Services (DGS).

This T&E Evaluation is a scored component accounting for 100% of your score in this examination. To obtain a position on the eligible list, a minimum rating of 70% must be attained. It is important to complete the T&E Evaluation carefully and accurately. Your responses are subject to verification before appointment to a position. It is essential to ***take your time and read all questions and responses carefully*** before selecting your response.

The eligible list resulting from this examination will be used by DGS to fill our existing and/or future vacancies. A "Conditions of Employment" form is included in this T&E Evaluation that will allow you to select the location(s), tenure(s), and time base(s) that you are interested in working.

AFFIRMATION STATEMENT

I hereby certify and understand that the information provided by me on this examination is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand that if it is later determined that I have made any false or inaccurate representations in any of the information I have provided, I will be removed from the eligible 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. I also understand that I am solely responsible for the accuracy of the responses I provide.

Print Name _____

CalCareer ID #: _____ Email: _____

Cell Phone #: _____ Work Phone # _____

Signature _____ Date: _____

FILING INSTRUCTIONS

You are required to submit **this completed T&E Evaluation** as follows:

Via Email

DGSExams@dgs.ca.gov

*The preferred method of T&E submittal is via email as it is the most **expeditious** method of communication.*

By Mail

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

In Person

Department of General Services
707 3rd Street, Lobby*
West Sacramento, CA 95605

**Visitors to the Department of General Services must be escorted at all times. Applicants must use the telephone provided in the Lobby to contact the Office of Human Resources at (916) 376-5400 OR email DGSExams@dgs.ca.gov to set up an appointment to drop off their application.*

TRAINING AND EXPERIENCE EVALUATION

INSTRUCTIONS: Read each statement carefully and select one option for each of the scales provided that best relates your experience. In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or unpaid.

1. Supervise a staff by planning, organizing, and directing the work to ensure customer priorities and schedules are met.
 - A. Select one that best relates to the **length** of your experience performing this task.
 - 37 or more months
 - 24 to 36 months
 - 0 to 23 months
 - B. Select one that best relates to the **frequency** (how often) you performed this task.
 - Weekly
 - Monthly/Quarterly
 - Semi-Annually/Yearly
 - Never

2. Conduct staff meetings to share information utilizing computer software (e.g., emails, power point presentations), videos, agendas, etc.
- A. Select one that best relates to the **length** of your experience performing this task.
- 37 or more months
 - 24 to 36 months
 - 0 to 23 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Weekly
 - Monthly/Quarterly
 - Semi-Annually/Yearly
 - Never
3. Provide guidance, direction, and assistance to staff to ensure quality products and standards that are compliant with operational specifications utilizing equipment specifications, and industry quality measurement tools.
- A. Select one that best relates to the **length** of your experience performing this task.
- 37 or more months
 - 24 to 36 months
 - 0 to 23 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Weekly
 - Monthly/Quarterly
 - Semi-Annually/Yearly
 - Never

4. Make recommendations to supervisory staff on the most appropriate course of action to ensure consistency and fairness in personnel related matters.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

5. Research industry trends and the most appropriate course of proactive measures applicable to prepare production for equipment and software implementation of advancing technology using technical magazines, industry experts, tradeshow, internet, etc.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

6. Make recommendations for equipment and software purchase applicable to prepare production for equipment and software implementation of advancing technology using technical magazines, industry experts, tradeshow, internet, Request for Information (RFI), etc.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

7. Oversee and assist in the development of Feasibility Study Reports (FSR) for equipment and software purchase applicable to prepare production for equipment and software implementation of advancing technology using technical magazines, industry experts, tradeshow, internet, RFI, etc.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

8. Assist in development of a budget by providing projected staffing, chargeable hours, training, and equipment costs to produce accurate cost rates, using a print management system.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

9. Oversee accurate reporting for the billing of services for clients using a print management system (e.g. PaperCut, UniFlow, Print Logic).

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

10. Analyze the most sensitive, difficult, and complex production work produced in house or by approved vendors to ensure accuracy, completeness, and quality using visual, electronic, and mechanical measurements as specified by the job ticket.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

11. Meet with customers and management to develop project specifications for resource allocation, production processing, and scheduling; and conduct pre- and post-production analysis utilizing the delivery requirements, vendors, equipment, staff, and inventory availability, etc., in compliance with statutory and customer requirements.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

12. Act as the Production Manager when needed to ensure continuity of operations.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

13. Attend and participate in production conferences to provide analyses of problems using handouts, industry experts, issue papers, etc.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

14. Provide recommendations to management and operations staff on production problems and opportunities using handouts, issue papers, etc.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

15. Confer with the Customer Service and Planning staff to ensure that the products are accurate, meet job specifications, and fulfill the customer's request as specified by the job ticket and production method.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

16. Develop and document procedures to improve processes utilizing computer software programs, data, and historical knowledge.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

17. Review estimated production hours for accuracy to ensure the appropriate allocation of resources as specified by the job ticket, schedule, etc., in compliance with the customer requirements.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

18. Establish and maintain hard copies and electronic files utilizing file storage, approved forms, Logic, S.T.A.R, and Microsoft Office Suite programs to ensure that communication and audit practices are followed, and divisional, Legislative, and Governor's Office tracking mandates are met.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

19. Conduct interviews for appointments utilizing various methods of filling vacancies (e.g., certification lists, transfers, training and development assignments, reinstatements).

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

20. Participate in the creation of the yearly examination, focusing on career advancement and related objectives.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

21. Manage leave usage and time reporting by staff to ensure the correct issuance of payroll warrants, utilizing an in-house payroll system in compliance with applicable requirements and guidelines.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

22. Grant or deny leave requests to support the production operation by utilizing computer software programs, forms, vacation calendar, etc.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

23. Prepare and submit worker's compensation documentation in accordance with all Union contract, policy, Worker's Compensation, and Cal OSHA guidelines.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

24. Promote and provide a safe and healthy working environment for staff by conducting periodic safety meetings, quarterly safety inspections, and posting OSHA required notifications.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

25. Promote staff training for personal growth and upward mobility purposes utilizing industry training programs, self-paced training programs, in-house training programs, college courses, etc.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

26. Develop positive relationships with staff to foster improved communications and personnel support utilizing interpersonal skills, leadership skills, networks, etc.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

27. Attend meetings related to production, executive presentations, human resources, labor relations, etc., for business needs and improving communications utilizing calendars, computer software programs, etc.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

28. Prepare correspondence related to production, executive presentations, human resources, labor relations, etc., for business needs and improving communications utilizing computer software programs, data, etc.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

29. Administer Human Resources policies to hire and supervise personnel in compliance with established guidelines, federal labor laws, Equal Employment Opportunity (EEO) policies, etc.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

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

KNOWLEDGE, SKILL, AND ABILITY (KSA) INSTRUCTIONS: Read each statement carefully and select one option for the scale provided that best relates to your experience with the KSA. In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or unpaid.

30. General knowledge of principles, methods, materials, tools, equipment, and safety practices used in all production operations of a large printing plant with specialized knowledge in at least one of the areas including the composing room, pressroom, and bindery operations to publish information.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

31. General knowledge of printing plant procedures for process control in the publication of information.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

32. Advanced knowledge of principles of personnel management, effective supervision, delegating work projects to staff, and following up on their compliance to ensure business needs are met.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

33. General knowledge of principles of work simplification to improve production processes.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

34. Advanced knowledge of safety practices to ensure a healthy and safe work environment.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

35. General knowledge of the department's EEO Program to meet the department's goals of providing the workplace free of discrimination.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

36. Advanced knowledge of labor relations principles and policies to comply with bargaining unit contract provisions.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

37. General ability to read, write, and orally communicate English at a level required for successful job performance to effectively provide information to staff, customers, public, etc.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

38. Advanced ability to plan, direct, and manage the work for process control in the publication of information.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

39. Advanced ability to establish and maintain quantity and quality controls for production processes.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

40. General ability to estimate the time necessary to complete jobs.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

41. Advanced ability to analyze situations, prioritize, and accurately take effective action to resolve production issues.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

42. Advanced ability to administer labor management contracts to meet the business needs of an organization while developing a cohesive relationship with labor.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

43. Advanced ability to effectively contribute to EEO objectives to meet organizational goals of providing a workplace free of discrimination and promote upward mobility.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

44. General ability to prepare reports and correspondence for effective communication.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

CONDITIONS OF EMPLOYMENT

Please mark the appropriate box(es) of your choice – you will not be offered a job in locations not marked.

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. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

TYPE OF EMPLOYMENT YOU WILL ACCEPT

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

- | | |
|--|---|
| <input type="checkbox"/> Any | |
| <input type="checkbox"/> Permanent, Full Time | <input type="checkbox"/> Limited Term, Full Time |
| <input type="checkbox"/> Permanent, Part Time | <input type="checkbox"/> Limited Term, Part Time |
| <input type="checkbox"/> Permanent, Intermittent | <input type="checkbox"/> Limited Term, Intermittent |

LOCATION(S) YOU ARE WILLING TO WORK

(0005) EITHER LOCATION BELOW – if this box is marked, no further selection is necessary.

NORTHERN CALIFORNIA COUNTIES

- (3400) Sacramento
- (5700) Yolo

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

If you would like to change your address, phone number(s), email address, and/or locations and tenure/time base preferences, please log into your CalCareer Account, and click on the Eligibilities tab.