



BOOKBINDER IV

Exam Codes: 3GS27

Department: State of California

Exam Type: Servicewide, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Bookbinder IV (7399) – \$5,412 - \$5,574 per month.

View the [Bookbinder IV](#) classification specifications.

APPLICATION DEADLINES

Applications are accepted on a continuous basis. Cut-off-dates for processing are as follows:

September 29, 2023

March 29, 2024

Check back periodically as cut-off dates may be added in the future. Cut-off dates are subject to change or can be cancelled at any time. Such changes or cancellations will be in accordance with civil service laws and rules. Additionally, applications may be processed on a flow basis prior to the cut-off-date to meet the hiring needs of the Department.

APPLICATION INSTRUCTIONS

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin by the cut-off-date may apply for and take this examination.

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

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.

Bookbinder IV

Either I

One year of experience as a Bookbinder III or the equivalent.

Or II

One year of experience as a journey level bookbinder doing general bindery work including the operation of bookbinding, cutting, and folding equipment.

Or III

Completion of a recognized bookbinder apprenticeship including instruction and experience in general bindery work and the operation of bookbinding, cutting, and folding machines.

POSITION DESCRIPTION

Bookbinder IV

Under direction of a supervisor, to act in a lead capacity while doing skilled bindery forwarding and finishing work by machinery; to set up and operate paper cutting and large folding machines; to act in a lead capacity over large groups of bookbinders engaged in hand, table, and support operations; and to do other related work.

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. Basic math.
2. Methods, materials, tools, and equipment used in general bookbinding, job forwarding, and finishing.
3. The operation, adjustment and maintenance of paper cutting, folding and automatic trimming machines.

Ability to:

1. Communicate effectively.
2. Set up and operate case-making, trimming, casing-in, gathering, folding, and other machinery necessary in the process of bookbinding.
3. Exercise lead responsibility.
4. Move and/or lift up to 50 pounds.
5. Instruct lower-level bookbinders.

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Bookbinder IV** classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score 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, 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

State of California (all State of California departments)

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.

CalHR 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.



BOOKBINDER IV 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

TASK 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. Set up complex bookbinding equipment (e.g., folders above 17" x 22", guillotine cutters, saddle stitch, three-knife trimmer, perfect binder, roll forms collator) to support the bookbinding functions for quality in accordance with the guidelines of the company operations manual and policies.
 - A. Select one that best relates to the **length** of your experience performing this task.
 - 24 or more months
 - 12 to 23 months
 - 0 to 11 months
 - B. Select one that best relates to the **frequency** (how often) you performed this task.
 - Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
 - C. Have you performed this task within the last 5 years?
 - Yes
 - No

2. Operate complex bookbinding equipment (e.g., folders above 17" X 22", saddle stitch, three-knife trimmer, gluers and trimmers, slitters/rewinders, roll forms collators, perfect binder, etc.) in order to support the bookbinding functions for quality in accordance with the guidelines of the company operations manual and policies.
- A. Select one that best relates to the **length** of your experience performing this task.
- 24 or more months
 - 12 to 23 months
 - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
- C. Have you performed this task within the last 5 years?
- Yes
 - No
3. Read and understand job ticket instructions before starting work to satisfy the internal/external customer requirements and produce quality bindery work.
- A. Select one that best relates to the **length** of your experience performing this task.
- 24 or more months
 - 12 to 23 months
 - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
- C. Have you performed this task within the last 5 years?
- Yes
 - No

4. Log and verify job orders to satisfy internal external customers using various computers equipment in accordance with the guidelines of the company's operations manual and policies.
- A. Select one that best relates to the **length** of your experience performing this task.
- 24 or more months
 - 12 to 23 months
 - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
- C. Have you performed this task within the last 5 years?
- Yes
 - No
5. Adjust or repair to the running equipment to support bookbinding functions.
- A. Select one that best relates to the **length** of your experience performing this task.
- 24 or more months
 - 12 to 23 months
 - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
- C. Have you performed this task within the last 5 years?
- Yes
 - No

6. Act as a lead over the operation of the bindery equipment and monitor the work and material flow required by the job ticket.
- A. Select one that best relates to the **length** of your experience performing this task.
- 24 or more months
 - 12 to 23 months
 - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
- C. Have you performed this task within the last 5 years?
- Yes
 - No
7. Check the setting on punches, gauges, and page number positions.
- A. Select one that best relates to the **length** of your experience performing this task.
- 24 or more months
 - 12 to 23 months
 - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
- C. Have you performed this task within the last 5 years?
- Yes
 - No

8. Perform and/or assist in the maintenance and operation of bookbinding equipment to ensure that production will be met using various tools (e.g., grease guns, air hoses, wrenches, screw drivers, tape measures) in accordance with the company operations manual and policies.

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

9. Update maintenance records/logs to keep machines in operating order in accordance with company guidelines, operations manuals, and policies.

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

10. Clean paper dust and keep work area organized, clean, and neat for safety purposes in accordance with company guidelines, operations manuals, and policies.

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

11. Train/direct employees in the operation of the bindery functions to complete tasks in accordance with company guidelines, operations manuals, and policies.

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

12. Fill in for lower-level bookbinders (e.g., feeding gathering machines).

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

13. Analyze job specifications using knowledge of bookbinding finishing processes to determine the most efficient way to process the job.

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

14. Assess status of broken-down equipment and provide a projection to management when the equipment will be back in operation.

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

15. Assist or provide direction for clearing jams in equipment to reduce delays in production and provide training to subordinate bookbinders.

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

16. Assist subordinate bookbinders in troubleshooting and identifying equipment/product quality issues so they may be corrected.

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

17. Explain product quality expectations to subordinate bookbinders to improve their understanding and achieve increased conformance to standards when there are avoidable causes of poor product quality.

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

18. Forward jobs from completed phases to subsequent phases in order of completion.
- A. Select one that best relates to the **length** of your experience performing this task.
- 24 or more months
 - 12 to 23 months
 - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
- C. Have you performed this task within the last 5 years?
- Yes
 - No
19. Identify causes of defects in product quality to explain or demonstrate to subordinate bookbinders how to best avoid these defects and improve product quality.
- A. Select one that best relates to the **length** of your experience performing this task.
- 24 or more months
 - 12 to 23 months
 - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
- C. Have you performed this task within the last 5 years?
- Yes
 - No

20. Implement safety standards/procedures for equipment operation to ensure compliance with established policies, guidelines, and regulations to reduce risk of personal injury, damage to equipment, and/or damage to products.

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

21. Inspect and replace cutter blades, following established safety procedures and using sound judgment based on knowledge of cutter operation, to ensure proper function of cutters.

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

22. Inspect and/or assist with equipment adjustments/repairs performed by subordinate bookbinders to ensure they are made correctly and safely without risking personal injury or causing damage to equipment or product.

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

23. Maintain accurate and complete records of production for proper documentation.

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

24. Mentor subordinate bookbinders to ensure they can take on additional responsibilities and develop characteristics needed for successful job performance.

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

25. Monitor/inspect and assign/reassign work to subordinate bookbinders to ensure correct processes are used, work progresses timely, and work is of satisfactory quality.

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

26. Organize, prioritize, and monitor equipment operation and material flow and adjust, as necessary, to ensure production requirements and deadlines are met.

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

27. Serve as a subject matter expert to explain complex bookbinding and finishing processes and procedures or participate in projects where expertise in bookbinding is required.

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

28. Show subordinate bookbinders how to perform product quality inspections and explain expectations for product quality to maintain high quality product and customer service standards.

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

29. Submit orders/or requests for equipment parts supplies to ensure continuous production capability.

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

30. Work with management to set, communicate, and meet production standards/due date requirements for current and expected work orders/or requests for equipment parts supplies to ensure continuous production capability.

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

- 24 or more months
- 12 to 23 months
- 0 to 11 months

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

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

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

- Yes
- No

KNOWLEDGE, SKILL, OR ABILITY (KSA) INSTRUCTIONS: Read each statement carefully and select one option for the scale provided that best relates your level of expertise 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.

31. Knowledge of printing plant equipment, machinery operations and terminology to produce quality bindery work.

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

32. Knowledge of types of paper stock and proper methods of paper movement and handling to fill job orders.

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

33. Knowledge of the processes for binding items in order to meet scheduled deadlines.

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

34. Knowledge of reading the job ticket effectively to produce quality bindery work.

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

35. Knowledge of tools and equipment used in general bookbinding, and job forwarding, finishing, and producing quality bindery work.

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

36. Knowledge of math to produce quality bindery work.

B. Select one that best relates to the **level of expertise** you have with this KSA.

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

37. Knowledge of quality control processes to ensure they are applied appropriately to maintain a neat and clean work area (e.g., dusting, sweeping) and maintain a safe environment.

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

38. Knowledge of safety practices to ensure they are followed, and work is performed safely.

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

39. Ability to communicate effectively to produce quality bindery work.

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

40. Ability to follow directions to produce quality bindery work.

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

41. Ability to move and/or lift up to 50 pounds to produce quality bindery work.

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

42. Ability to set up and operate equipment (e.g., saddle stitchers, guillotine cutters, Folders above 17 x 22, gluers and trimmers, slitters/rewinders, roll forms collators, perfect binders) to support bookbinding functions for quality in accordance with the guidelines of the company's operations manual and policies

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

43. Ability to efficiently lead a bindery crew in bindery operations and processes.

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

44. Ability to work effectively as a team member with co-workers and management.

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

45. Ability to work effectively and efficiently under pressure to meet scheduling deadlines.

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

46. Ability to work independently to produce quality bindery work.

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

47. Ability to work on computers to produce quality bindery work.

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

48. Ability to set up casemaking, trimming, gathering, and folding equipment to prepare for operation of the equipment.

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

49. Ability to work collaboratively with others and work as part of a team to accomplish large jobs.

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

50. Ability to assume lead responsibility in the absence of management.

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

51. Ability to be punctual and reliable to ensure consistent workflow.

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

52. Ability to diagnose causes of equipment failure or causes of product quality defects to make the right equipment adjustments or minor repairs.

A. Select one that best relates to the **level of expertise** you have with this KSA.

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

53. Ability to operate bookbinding equipment (e.g., casemaking, trimming, gathering, and folding equipment) to complete complex bookbinding processes safely and efficiently.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (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) ANYWHERE IN THE STATE – if this box is marked, no further selection is necessary.

NORTHERN CALIFORNIA COUNTIES

- | | | |
|---|---|--|
| <input type="checkbox"/> (0400) Butte | <input type="checkbox"/> (2300) Mendocino | <input type="checkbox"/> (4500) Shasta |
| <input type="checkbox"/> (0600) Colusa | <input type="checkbox"/> (2500) Modoc | <input type="checkbox"/> (4600) Sierra |
| <input type="checkbox"/> (0800) Del Norte | <input type="checkbox"/> (2800) Napa | <input type="checkbox"/> (4700) Siskiyou |
| <input type="checkbox"/> (0900) El Dorado | <input type="checkbox"/> (2900) Nevada | <input type="checkbox"/> (4900) Sonoma |
| <input type="checkbox"/> (1100) Glenn | <input type="checkbox"/> (3100) Placer | <input type="checkbox"/> (5100) Sutter |
| <input type="checkbox"/> (1200) Humboldt | <input type="checkbox"/> (3200) Plumas | <input type="checkbox"/> (5200) Tehama |
| <input type="checkbox"/> (1700) Lake | <input type="checkbox"/> (3400) Sacramento | <input type="checkbox"/> (5300) Trinity |
| <input type="checkbox"/> (1800) Lassen | <input type="checkbox"/> (3800) San Francisco | <input type="checkbox"/> (5700) Yolo |
| | <input type="checkbox"/> (3900) San Joaquin | <input type="checkbox"/> (5800) Yuba |

CENTRAL CALIFORNIA COUNTIES

- | | | |
|--|--|---|
| <input type="checkbox"/> (0100) Alameda | <input type="checkbox"/> (1500) Kern | <input type="checkbox"/> (4000) San Luis Obispo |
| <input type="checkbox"/> (0200) Alpine | <input type="checkbox"/> (1600) Kings | <input type="checkbox"/> (4100) San Mateo |
| <input type="checkbox"/> (0300) Amador | <input type="checkbox"/> (2000) Madera | <input type="checkbox"/> (4300) Santa Clara |
| <input type="checkbox"/> (0500) Calaveras | <input type="checkbox"/> (2100) Marin | <input type="checkbox"/> (4400) Santa Cruz |
| <input type="checkbox"/> (0700) Contra Costa | <input type="checkbox"/> (2200) Mariposa | <input type="checkbox"/> (4800) Solano |
| <input type="checkbox"/> (1000) Fresno | <input type="checkbox"/> (2400) Merced | <input type="checkbox"/> (5000) Stanislaus |
| <input type="checkbox"/> (1400) Inyo | <input type="checkbox"/> (2600) Mono | <input type="checkbox"/> (5400) Tulare |
| | <input type="checkbox"/> (2700) Monterey | <input type="checkbox"/> (5500) Tuolumne |

SOUTHERN CALIFORNIA COUNTIES

- (1300) Imperial
- (1900) Los Angeles
- (3000) Orange
- (3500) San Benito
- (3300) Riverside
- (3600) San Bernardino
- (3700) San Diego
- (4200) Santa Barbara
- (5600) Ventura

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.