



STATE
COMPENSATION
INSURANCE
FUND

CUSTODIAN SUPERVISOR II
MULTI-DEPARTMENTAL OPEN, NON-PROMOTIONAL
SPOT FOR
OAKLAND, PLEASANTON, RICHMOND,
SAN FRANCISCO, AND VACAVILLE
FINAL FILING DATE: DECEMBER 22, 2008

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

**OPEN,
NON-PROMOTIONAL
SPOT FOR**

OAKLAND, PLEASANTON, RICHMOND, SAN FRANCISCO, AND VACAVILLE

HOW TO APPLY

Applications (STD 678) must be **RECEIVED OR POSTMARKED** no later than the final filing date. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked **AFTER THE FINAL FILING DATE**, personally delivered or received via interoffice mail **AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.**

FILE BY MAIL: Department of Transportation
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

FILE IN PERSON: Department of Transportation
1727 30th Street, 1st Floor
Sacramento, CA 95816
(916) 227-2702

SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet.

**REASONABLE
ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

SALARY RANGE

\$2507 - \$3050

WRITTEN TEST DATE

The written test is scheduled for March 14, 2009.

**REQUIRED
IDENTIFICATION**

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

**REQUIREMENTS FOR
ADMITTANCE TO
THE EXAMINATION**

NOTE: All applicants must meet the education and/or experience requirements for this examination by the written test date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.**

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" II "or" III, 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 requirements.

**MINIMUM
QUALIFICATIONS**

Either I

One year of experience in the California state service performing the duties of a Lead Custodian. or
Two years of experience in the California state service performing the duties of a Custodian.

Or II

Experience: Three years of experience in janitorial work, two years of which must have been in a supervisory capacity over other employees and with responsibility for the janitorial work in an office or similar building; **and**

Education: Equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**POSITION
DESCRIPTION**

Under direction, to plan, organize, supervise, and assist with the cleaning and janitorial work of a group of Custodians in a medium- sized office building or an area of comparable size; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.

Assigns work, supervises, and gives instruction and training to janitorial employees, evaluates their performance, and takes or recommends appropriate action; supervises the operation of janitorial machinery and equipment; makes inspections and maintains janitorial practices and standards of safety and sanitation; requisitions, receives, inspects, stores, and inventories supplies; receives complaints of building occupants and makes or recommends necessary adjustments; as required, performs and assists with cleaning and custodial tasks; as assigned for the Custodian Supervisor III in his/her

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective 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.

CUSTODIAN SUPERVISOR II
DC20 - 2002 - 8TRAA

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DEPARTMENT OF TRANSPORTATION

absence; and keeps records and prepares reports.

**EXAMINATION
INFORMATION**

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

WRITTEN TEST – WEIGHTED 100%

Scope:

A. Knowledge of:

1. Methods, materials, chemicals, disinfectants, and equipment used in cleaning offices and public buildings.
2. Sanitation and safety measures used in the operating, cleaning, and care of equipment and work areas.
3. Use of purchase orders for janitorial supplies and equipment.
4. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

B. Ability to:

1. Plan, organize, and direct the work of others.
2. Give on- the-job instruction in janitorial practices.
3. Keep inventories and make requisitions.
4. Analyze situations accurately and adopt an effective course of action.
5. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**ELIGIBLE LIST
INFORMATION**

An open, non-promotional spot eligible list will be established for the Department of Transportation in Oakland, the Department of Public Health in Richmond, and the State Compensation Insurance Fund in Pleasanton, San Francisco, and Vacaville. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CAREER CREDITS

Career credits will be added to the final score of all competitors who are successful in this examination and who qualify for these credits. **IF YOU RECEIVE VETERANS PREFERENCE POINTS, YOU CANNOT ALSO RECEIVE CAREER CREDITS.**

**VETERANS
PREFERENCE POINTS**

Veterans preference points will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Caltrans Office of Examination Services in Sacramento, three business days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to **contact the Caltrans Office of Examination Services in Sacramento at (916) 227-2702**, three weeks after the final filing date if he/she has not received a progress notice.

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, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation 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 candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in 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 examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

Veterans Preference: California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence 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.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.