



MULTI-DEPARTMENTAL OPEN EXAMINATION CUSTODIAN

Statewide (positions exist in Pleasanton, Richmond, Vacaville, and San Francisco)

Final Filing Date: **December 22, 2008**

Written Test Date: **JANUARY 22, 2009**

DC40 - 2011 8H130

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free 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.

EXAMINATION BASE: Multi-Departmental Open Examination for: California Department of Public Health and State Compensation Insurance Fund

WHO MAY APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: Applications are available by visiting the State Personnel Board's website at <http://www.spb.ca.gov/jobs/stateapp.htm>. Submit examination application (STD. Form 678) to:

California Department of Public Health (916) 324-0286
SELECTION UNIT
In Person: 1501 CAPITOL AVENUE, SUITE 1501
By Mail: MS 1700-1702
P.O. BOX 997378
Sacramento, CA 95899-7378

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

APPLICATION FILING DEADLINE: State Application (STD 678) must be postmarked no later than the final filing date **December 22, 2008**. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Applications must have an original signature. **If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the California Department of Public Health.** Applications will not be accepted via e-mail.

TRANSFER RESTRICTION: Transfer of list eligibility to or from this list will be restricted for the first six months after the list release date.

WRITTEN TEST DATE: Thursday, January 22, 2009. Multiple test site locations will be scheduled as the number of candidates and conditions warrant. It is the candidate's responsibility to contact the California Department of Public Health at three days prior to the written test date if he/she has not received his/her notice.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

SALARY RANGES: \$2,098 - \$2,549 per month.

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

POSITION DESCRIPTION: A custodian sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, waxers, and other equipment and machinery; as required, operates a freight or passenger elevator; and does other related work

In smaller, outlying offices and buildings, as incidental assignments, washes windows, washes automotive equipment, maintains ornamental plantings in and around buildings and parking areas; maintains parking areas, and cleans sidewalks

Positions are located in Richmond, Pleasanton, San Francisco, and Vacaville.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by January 22, 2009, the written test date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **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/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

Either I

Six months of experience in the California state service performing the duties of a Service Assistant (Custodian). (Promotional candidates who have completed four months of the required experience will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

Or II

Six months of experience as a custodian.

Special Personal Characteristic: Willingness to work at night.

EXAMINATION INFORMATION: The examination will consist of a written test weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be scheduled to take a written test. Competitors who do not appear for the written test will be disqualified and eliminated from the examination process.

The participating departments reserve the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

WRITTEN TEST SCOPE:

1. Following Written Instructions.
2. Read and Interpreting Material Safety Data Sheet.
3. Use of Custodial Equipment, Materials, and Supplies.
4. Safety Practices.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Veterans preference credits will be granted in this examination since it does qualify as an entrance examination. [California law](#) limits granting of veterans preference credits to entrance examinations. Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the State Personnel Board or the department shown on this announcement.

Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379

Questions? If you have any questions concerning this announcement, please contact:

Department of Public Health (CDPH) – Liz Stephens at (916) 650-6797 or Liz.Stephens@cdph.ca.gov

State Compensation Insurance Fund (SCIF) – Rick Gonzales at (916) 567-7637 or rgonzales@scif.com