



DIGITAL PRINT OPERATOR II
California Correctional Health Care Services

OPEN – SPOT EXAMINATION

FILING PERIOD: December 9, 2015 to December 23, 2015

CONTACT
INFORMATION
ON THE WEB

www.cphcs.ca.gov

www.ChangingPrisonHealthCare.org

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

Position Information

Positions currently exist with the California Correctional Health Care Services at:

- Headquarters in Elk Grove, California

Please only take this examination if you are interested in working at this location.

Digital Print Operator II incumbents, under direction, are responsible for completing printing jobs that require the execution of the full range of complex operating commands and electronic manipulation functions. They perform the tasks needed to prepare, operate, and maintain a variety of digital printing equipment including their finishing attachments. Incumbents may serve in a lead capacity.

Salary and Benefit Information

Currently, as of July 1, 2015: \$2,997 - \$3,754 per month

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

Who Can Apply

All applicants who meet the education and/or experience requirements as stated below may apply.

Minimum Qualifications

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 who possess qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

In the California state service, one year performing the duties of a Digital Print Operator I.

Or II

Two years of experience performing progressively more difficult printing duties that include operation of high-speed duplication or digital print equipment.



Digital Print Operator II

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Minimum Qualifications (Continued)

Special Characteristics: Flexibility to adapt to changing work priorities; willingness to work in a noisy environment; willingness to work nights and overtime. May require color vision sufficient to perform essential functions of jobs involving color printing.

Additional Desirable Qualifications: Graduation from high school or its equivalent and knowledge of more than one software application program.

Examination Information

This examination consists of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

TRAINING AND EXPERIENCE ASSESSMENT WEIGHTED 100%

Knowledge of:

1. Principles and procedures used to operate high-speed or digital print equipment;
2. Papers and tools used in high-speed print duplication;
3. Record-keeping practices, supply inventory, and requisition processes;
4. Basic electronics and computer commands used to operate digital print and finishing equipment;
5. Safety requirements applied in the operation of large equipment;
6. Industrial workplace safety practices.

Ability to:

1. Operate digital print and finishing equipment;
2. Perform minor repairs;
3. Prepare jobs for shipment;
4. Follow oral and written instructions used to complete printing jobs;
5. Organize, prioritize, schedule, and structure multiple work tasks.

How to Apply and Test

The Application and Training and Experience Assessment are available on the internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Assessment. The application form for Digital Print Operator II is contained within the internet process; therefore, a standard state application is not necessary. You may apply and take the Training and Experience Assessment on the internet by connecting to the following on-line instructions:

http://cphcs.hodesiq.com/bl_joblist.asp



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How to Apply and Test (Continued)

If you do not have internet access, there are public access internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest internet terminal is located and the policies related to usage.

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services' Examination Services at (916) 691-5894 to make specific arrangements.

Application Deadline/Testing Period

The Application and Training and Experience Assessment are available on the internet from **December 9, 2015 at 8:00 a.m.** to **December 23, 2015 at 5:00 p.m., Pacific Time.** During that period you may apply and take the Training and Experience Assessment on our internet testing site.

Please allow a sufficient amount of time, approximately 30 – 60 minutes, to complete both the Application and Training and Experience Assessment process before the 5:00 p.m. deadline. All Applications and Training and Experience Assessments NOT completed by the 5:00 p.m. deadline will not be accepted for any reason.

Eligible List Information

The resulting eligible list will be established to fill vacancies at Headquarters in Elk Grove, California within the California Correctional Health Care Services. The list will be abolished 12 months after establishment unless needs of the service and conditions of the list warrant a change in the period.

Veteran's Preference and Career Credits

Veteran's Preference will be awarded in this examination. All persons who successfully pass this examination, who qualify for, and have requested Veteran's Preference will be placed in Rank 1 of the respective eligibility list, regardless of score. Career Credits will not be granted in this examination.



General Information

Applications are available at the State's career website at jobs.ca.gov, local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a 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; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional Health Care 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 revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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, an investigation may be made of employment records and personal history, and fingerprinting may be required.

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 (high school is four years).

Veteran's Preference: California law allows the granting of Veteran's Preference to any veteran, widow, or widower of a veteran, or spouse of a 100% disabled veteran who achieves a passing score in any Open examination to be ranked in the top rank of the resulting eligibility list. Directions to apply for Veteran's Preference are on the Veteran's Preference Application (CalHR 1093) which is available from Department of Human Resources at <http://jobs.ca.gov/Job/VeteransInformation> and the Department of Veterans Affairs at www.cdva.ca.gov. Veteran's Preference is not granted once a person achieves permanent civil service status.

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. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call
(916) 691-5894 or 1-877-793-4473

California Relay Service for the Deaf or Hearing Impaired:
1-800-735-2929

This bulletin cancels and supersedes all previously issued bulletins.

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