CALIFORNIA CORRECTIONAL
HEALTH CARE SERVICES

MATERIALS AND STORES SUPERVISOR I (CORRECTIONAL FACILITY)

California Correctional Health Care Services

OPEN – STATEWIDE EXAMINATION

VIRTUAL FILE IN-PERSON
FEBRUARY 13, 2015
INTERNET EXAMINATION

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 statewide with the California Correctional Health Care Services.

A Materials and Stores Supervisor I (Correctional Facility) is the first working supervisory level in the general storekeeping series. Incumbents may either (1) supervise the receipt, storage, issuance, and shipping of a volume of varied supplies requiring moderately complex storage practices in a redistribution or point-of-use warehouse or supply room; or (2) have charge of stores in a small State institution or agency; or (3) assume equivalent duties and responsibilities in assisting a higher grade warehouse supervisor.

Salary and Benefit Information
Currently, as of July 1, 2014: $3,128 - $3,939 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

Experience: One year of experience performing the duties of a Stock Clerk, Warehouse Worker (Correctional Facility) or Warehouse Worker in California state service.

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Minimum Qualifications (Continued)

Or II

Experience: Two years of experience in a storeroom or warehouse in work involving the receipt and issuance of large volume of varied commodities. (Experience in California state service applied toward this requirement must include at least one year in a class at a level of responsibility at least equivalent to Stock Clerk.)

Additional Desirable Qualifications: Education equivalent to completion of the twelfth grade; completion of college-level work in the fields of accounting and/or business administration.

Special Personal Characteristics: Strength, good physical agility, and willingness to do heavy manual labor.

Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Examination Information

This examination consists of 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. Modern warehousing methods and practices, including the keeping of receiving, shipping, and inventory records.
2. Freight rates and classifications.
3. Regulations involved with consolidated freight shipments and stock array systems.
4. Freight claim procedures.
5. Operation of motorized material handling equipment.
6. Inventory and quality control.

Ability to:

1. Read and write English at a level required for successful job performance.
2. Estimate possible future demands of various supplies based upon past needs.
3. Direct the work of others.
4. Keep accurate records and prepare reports of work done.

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How to Apply and Test

The Application and Training and Experience Assessment will be available on the internet on **Friday, February 13, 2015 only**. Applicants must establish or have established an applicant profile with CCHCS, provide contact information, and complete the Training and Experience Assessment. The application for Materials and Stores Supervisor I (Correctional Facility) is contained within the internet process; therefore, a standard state application is not necessary. On **February 13, 2015**, between the hours of **8:00 a.m. – 5:00 p.m., Pacific Time**, you may apply and take the Training and Experience Assessment on the internet by connecting to the link below.

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

Please allow a sufficient amount of time, approximately 30 - 60 minutes to complete 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 reasons.

If you have never established an applicant profile with the CCHCS, please see pages 5 and 6 of this bulletin to learn how to establish a profile. If you want to establish your profile prior to taking the examination on February 13, 2015 to expedite the process, you may do so.

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.

Eligible List Information

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

Veterans 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.

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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 http://www.calvet.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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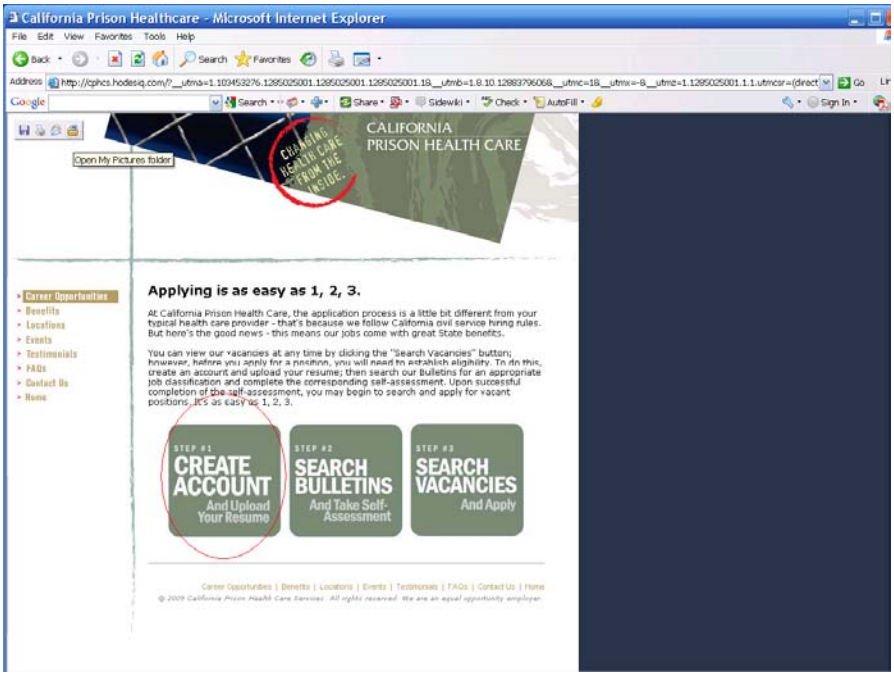
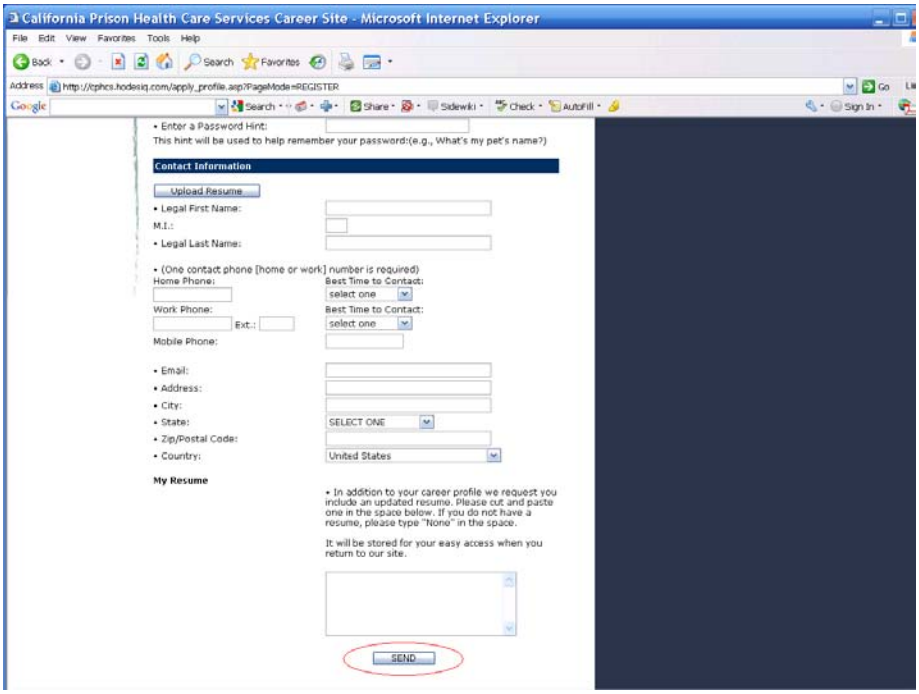
HOW TO CREATE AN APPLICANT PROFILE

California Correctional Health Care Services **strongly** recommends you establish an applicant profile **prior** to the exam date to expedite the process.

Step One:
Please go to the following link: www.changingprisonhealthcare.org.

Click on “CREATE ACCOUNT and Upload Your Resume”.



Step Two:

Complete the registration form and click “Send”.