



## CUSTODIAN (CORRECTIONAL FACILITY) California Prison Industry Authority

OPEN – CONTINUOUS FILING

### Position Information

Positions currently exist statewide with the California Prison Industry Authority.

A Custodian (Correctional Facility), under supervision, in a state correctional facility, performs janitorial duties in keeping an assigned office, building, or area clean and orderly. Typical tasks performed include sweeping, scrubbing, mopping, floor waxing, vacuuming; dusting and polishing furniture and woodwork; emptying waste receptacles; and operating scrubbers, buffers, waxers, and other equipment and machinery. Incumbents maintain order and supervise the conduct of inmates, wards, residents, or patients. The Custodian (Correctional Facility) classification is responsible for protecting and maintaining the safety of persons and property. Incumbents may be called upon to give experienced guidance to Service Assistants (Custodian), inmates, wards, residents, or patients in the performance of routine janitorial tasks.

CONTACT  
INFORMATION  
ON THE WEB

[www.cphcs.ca.gov](http://www.cphcs.ca.gov)

[www.ChangingPrisonHealthCare.org](http://www.ChangingPrisonHealthCare.org)

**W**e are an Equal Employment  
Opportunity employer to all  
regardless of race, color, creed,  
national origin, ancestry, sex, marital  
status, disability, religious or political  
affiliation, age, or sexual orientation.

### Salary and Benefit Information

Currently, as of July 1, 2013: \$2,098 - \$2,625 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

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.)



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**Minimum Qualifications (Continued)**

**Or II**

Six months of experience as a custodian.

**Special Personal Characteristic:** Willingness to work at night.

**Special Physical Characteristics:** Persons appointed to positions in this class 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 during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

**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. Methods, materials, chemicals, disinfectants, and equipment used in janitorial work.
2. Safety practices in janitorial work.
3. The use of procurement documents for custodial supplies and equipment.

**Ability to:**

1. Use and care for janitorial equipment and supplies.
2. Follow directions.
3. Communicate effectively at a level appropriate to the classification.
4. Keep accurate inventories.
5. Focus attention on details.

**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 Custodian, Correctional Facility is contained within the internet process; therefore, a standard state application is not necessary.



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**How to Apply and Test (Continued)**

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](http://cphcs.hodesiq.com/bl_joblist.asp)

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.

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.

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

**Eligible List Information**

The resulting eligible list will be established to fill vacancies within the California Prison Industry Authority. Names of successful candidates are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

**Veterans Points and Career Credits**

Veteran's Preference Points will be granted in this examination. 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. 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](http://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 12<sup>th</sup> 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 Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance and Open, Nonpromotional 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. Directions to apply for Veteran's Preference Points are on the Veteran's Preference Application (Std. Form 1093) which is available from State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veterans Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

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.