



NOTICE OF EXTENSION OF FINAL FILING DATE

EXAMINATION TITLE: Printing Trades Supervisor II
EXAMINATION ID#: 0HR32

The February 1, 2021 Final Filing Date for Printing Trades Supervisor II examination has been extended to: **February 16, 2021.**

If you have already submitted an application (DE 678) for this **Printing Trades Supervisor II** examination, DO NOT submit another application.

If you meet the minimum qualifications for the **Printing Trades Supervisor II** based on the "Minimum Qualifications on page 3 of the original bulletin dated January 15, 2021, and would like to participate in this examination, please file an application following the filing instructions on page 2 of the bulletin.

If you have any questions regarding this examination, please contact Jaira Fungula at (916) 651-0610 or Jaira.Fungula@edd.ca.gov.



Printing Trades Supervisor II

Exam Code: 0HR32

Departments: Employment Development Department
Department of Motor Vehicles

Exam Type: Servicewide, Open
Final Filing Date: February 1, 2021

CLASSIFICATION DETAILS

Printing Trades Supervisor II (class code 1516) – \$4,634.00 - \$5,741.00 per month

[View the Printing Trades Supervisor II classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: February 1, 2021

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

HOW TO APPLY

Examination/Employment Applications (STD. 678) are available at the California Department of Human Resource's website home page at <http://jobs.ca.gov/pdf/std678.pdf>.

For this administration, we will accept STD. 678s that are directly emailed to EDDExaminations@edd.ca.gov. Please include the examination title **Printing Trades Supervisor II (PTS II)** in the subject line. If you are unable to email your application, you can submit your STD. 678 via one of the following methods: by U.S. mail, parcel delivery, courier service or in person, as set forth in this announcement. If you have any questions, please contact Jaira Fungula via email at Jaira.Fungula@edd.ca.gov, or call (916) 651-0610, for assistance.

All STD. 678s must be **POSTMARKED** no later than the final filing date in order to be considered for the examination. STD. 678s not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 4:30 P.M. ON THE FINAL FILING DATE**. Use of EDD metered mail, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:

MAILING ADDRESS:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: **PTS II Exam**
P.O. Box 826880
Sacramento, CA 94280-0001

FILE IN-PERSON ADDRESS:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: **PTS II Exam**
751 N Street, 6th Floor Solar Building
Sacramento, CA 95814

NOTE: All applicants **MUST** provide a current, valid email address on their STD. 678. The Qualifications Assessment (QA) examination link will be sent to the email address provided. Failure to provide a current and valid email address may result in non-receipt of examination information, in a timely manner, which could result in disqualification from the examination. All examination notifications (except the QA link) will be sent by mail.

NOTE: STD. 678s submitted for this examination via USPS, hand delivery or email, **MUST** have an original signature. E-signatures will be accepted.

STD. 678s must also contain the following information: "to" and "from" dates (month/day/year) of employment, time base, civil service class title(s), and range, if applicable. In addition, college course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applications received without the information indicated above may be rejected.

SPECIAL TESTING ARRANGEMENTS

If you need an accessible test location, an interpreter, or other special testing arrangements because of a disabling condition or your religious beliefs, please complete question 10 on page 3 of the Examination/Employment Application (STD. 678). You will be contacted and necessary arrangements will be made.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless

of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Either I

One year of experience in the California state service performing the duties of a Printing Trades Supervisor I or two years of experience performing the duties of a Senior Printing Trades Specialist.

Or II

Five years of varied experience in operation of a variety of machines, at least two years of which must have been in a supervisory capacity in one or more areas of a broad range of reproduction and duplication methods.

POSITION DESCRIPTION

Under general direction, employees at this level are in full charge of a large reproduction or duplication installation.

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Printing Trades Supervisor II classification will be established for the State of California (all State of California departments, statewide).

Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

EXAMINATION SCOPE

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. The safety and health policies and procedures contained in the department's Injury and Illness Prevention Program.
2. Basic safe work practices.
3. Modern office methods, and procedures.
4. Reproduction and duplication processes, equipment, materials, and methods.

EXAMINATION SCOPE (CONTINUED)

5. Capabilities of various reproduction and duplication machines and their application to various job requests.

6. Current development in methods, materials, and equipment.
7. Paper, ink, and other materials required to produce finished products.
8. Principles of effective job layout and production.
9. Cost estimating and job scheduling techniques.
10. Principles of organization and management.
11. Principles and techniques of personnel training and supervision.
12. 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.
13. The basic safety and health regulations contained in the California Code of Regulations, Title 8 Industrial Relations, General Industry Safety Orders.
14. The supervisor's role in maintaining an effective injury and illness prevention program.
15. The department's equal opportunity policies.

Ability to:

1. Carry out directions.
2. Learn rapidly the operating details of reproduction and duplication equipment.
3. Meet deadlines.
4. Maintain a clean and safe work area.
5. Communicate at the level required for successful job performance.
6. Operate, adjust, and maintain sophisticated printing and camera equipment in good working condition.
7. Modify reproduction and duplication equipment.
8. Follow directions.
9. Repair various reproduction and duplication equipment.
10. Supervise a small group and work well with others.
11. Analyze situations accurately and take effective action.
12. Estimate costs, maintain records, and make reports.
13. Apply creativity in the design and modification of a complex reproduction or duplication installation.
14. Accurately analyze staffing and equipment capabilities and schedule work accordingly.
15. Interpret customer work orders correctly.
16. Maintain records, and make reports.
17. Coordinate the work of assistants.
18. Supervise a medium-sized reproduction or duplication unit.
19. Supervise a large reproduction or duplication unit.
20. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

SPECIAL PERSONAL REQUIREMENTS

1. Aptitude for and interest in machine operation

2. Neatness
3. Orderliness
4. Alertness
5. Manual dexterity
6. Willingness to follow a prescribed routine
7. Stand for long periods of time
8. Work in noisy surroundings

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

CAREER CREDITS

This is an open examination. Career Credits do not apply and will not be added to the final score of this examination.

EXAMINATION INFORMATION

This examination will consist of a **Qualifications Assessment weighted 100%**. In order to obtain a position on the eligible list, a minimum rating of **70% must be attained**.

QUALIFICATIONS ASSESSMENT – WEIGHTED 100%

It is anticipated that candidates who meet the minimum qualifications for this examination will be sent an email the **week of February 22, 2021**, to the email address provided on their STD. 678. The email will contain the instructions and the link to complete the online Qualifications Assessment (QA) examination.

PLEASE NOTE: COMPETITORS WHO DO NOT COMPLETE THE QUALIFICATIONS ASSESSMENT OR DO NOT SUBMIT IT BY THE DUE DATE WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.

Candidates will have 7 calendar days to complete the QA from the date emailed. The QA **will not** be accessible after 5:00 p.m. on the 7th calendar day.

It is the candidate's responsibility to contact the Human Resource Services Division at EDDExaminations@edd.ca.gov if they have not received an email with the QA link **by March 1, 2021**.

Please monitor your email account's SPAM, Junk, Bulk, etc. folder(s) as the examination email may be filtered depending on your specific account settings.

TESTING DEPARTMENTS

Employment Development Department (EDD)

CONTACT INFORMATION

The EDD and DMV encourage all potential applicants to **read this entire bulletin**. All inquiries about this examination should be directed to EDDExaminations@edd.ca.gov. Please include the examination title, **Printing Trades Supervisor II** in the subject line. Also, you may contact the Exam Analyst, Jaira Fungula, at Jaira.Fungula@edd.ca.gov or (916) 651-0610.

EQUAL OPPORTUNITY EMPLOYER

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

DRUG-FREE STATEMENT

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.

GENERAL INFORMATION

Examination/Employment Application (STD. 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your CalCareer Account.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) 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 applicants will be notified.

General Qualifications: All candidates for, appointees to, and employees in the state civil service shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative,

resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class. Where the position requires the driving of an automobile, the employee must have a valid state driver license, a good driving record and is expected to drive the car safely.

Eligible Lists: 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) 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 the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education 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 competitor 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.