

STATE OF CALIFORNIA  
DEPARTMENT OF GENERAL SERVICES, DEPARTMENT OF TRANSPORTATION & DEPARTMENT OF MOTOR VEHICLES



## Bookbinder IV

Examination Type: Continuous Open – Statewide

Examination Codes: 1GS02

Bulletin Release Date: APRIL 20, 2021

### CLASSIFICATION DETAILS

#### Salary Range:

Bookbinder IV: \$5,126.00 – \$5,280.00

View the [BOOKBINDER IV Classification Specifications-7399](#)

### APPLICATION INSTRUCTIONS

#### Who Should apply:

This is an open-statewide, continuous examination administered by the Department of General Services, Department of Motor Vehicles and Department of Transportation for all state agencies. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis.

Once you have taken the [Qualifications Assessment](#) Examination, you may not retake it for twelve (12) months.

#### How to Apply:

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) and Qualifications Assessment. The Qualifications Assessment can also be found after this exam bulletin in this document.

**Note: Resumes alone will not be accepted. The examination title must be indicated on the application.**

**A FAXED or EMAILED APPLICATION AND QUALIFICATIONS ASSESSMENT WILL NOT BE ACCEPTED.**

You may submit your examination package by mail to:

**Department of General Services  
Office of Human Resources  
Attention: Examination Unit  
P.O. Box 989052  
West Sacramento, CA 95798-9052**

Applications (STD 678) and Qualifications Assessments must be RECEIVED no later than the CUT-OFF date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Or in person at:

**707 3rd Street, 7th Floor  
West Sacramento, CA 95605**

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the street address as listed above.

### Special Testing Arrangements:

If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.

### Requirements for Admittance to the Examination:

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. 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 "Or II", etc. For example, candidates possessing 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.

### TEST DATES

Application, Qualification Assessment and all required documents must be received by the cut-off date in order to be considered. If an application is received after the cut-off date it will be held for the next administration for processing.

The cut-off dates for this **Continuous Open – Statewide** exam will be as follows:

**MARCH 31, 2023**

**JUNE 15, 2023**

Note: Applications and Qualification Assessments may be processed on a flow basis prior to the cut-off-date to meet the hiring needs of the department.

### MINIMUM QUALIFICATIONS

#### EXPERIENCE/EDUCATION

**Either I:** One year of experience as a Bookbinder III or the equivalent.

**Or II:** One year as a as a journey level bookbinder doing general bindery work including the operation of bookbinding, cutting, and folding equipment.

**Or III:** Completion of a recognized bookbinder apprenticeship including instruction and experience in general bindery work and the operation of bookbinding, cutting, and folding machines.

NOTE: Applicants using completion of a recognized bookbinder apprenticeship to meet the minimum requirements MUST provide a copy of their apprenticeship completion/graduation with their examination application and assessment before the cut-off date listed in this notice.

### THE POSITION

The Bookbinder IV acts in a lead capacity while doing skilled bindery forwarding and finishing work by machinery; sets up and operates paper cutting and large folding machines; acts in a lead capacity over large groups of bookbinders engaged in hand, table, and support operations; and does other related work.

**Positions exist statewide.**

### EXAMINATION SCOPE

This examination consists of the following components:

**Qualifications Assessment** - Weighted 100%

This examination will consist of a Qualifications Assessment weighted 100%. Candidates must attain an overall minimum

score of 70% in order to be placed on the eligible list.

NOTE: It is especially important that each applicant take special care to accurately and completely fill out their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement.

**CANDIDATES WHO DO NOT COMPLETE OR SUBMIT THE QUALIFICATIONS ASSESSMENT WILL BE DISQUALIFIED.**

**Scope:**

Candidates should be prepared to answer questions related to the following areas:

**Bookbinder IV**

**Knowledge of:**

1. Basic math.
2. Methods, materials, tools, and equipment used in general bookbinding, job forwarding, and finishing.
3. The operation, adjustment and maintenance of paper cutting, folding and automatic trimming machines.

**Ability to:**

1. Communicate effectively.
2. Set up and operate case-making, trimming, casing-in, gathering, folding, and other machinery necessary in the process of bookbinding.
3. Exercise lead responsibility.
4. Move and/or lift up to 50 pounds.
5. Instruct lower-level bookbinders.

**ELIGIBLE LIST INFORMATION**

An Open-Statewide eligible list will be established for all departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

**VETERANS' PREFERENCE/CAREER CREDITS**

**Veterans' Preference** will be granted for this examination. 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.

Veteran's status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the [Department of Veterans Affairs](#).

**Career Credits** will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

**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.

## CONTACT INFORMATION

If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, Rosemary Hernandez, Exam Analyst at (916) 376-5441.

California Department of General Services  
Office of Human Resources – Examination Unit  
707 3<sup>rd</sup> Street, 7<sup>th</sup> Floor  
West Sacramento, CA 95605  
Phone: (916) 376-5400

California Relay Service: 7-1-1 (TTY and voice). TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## GENERAL INFORMATION

**Applications are available** at local offices of the Employment Development Department, the Department noted on the bulletin, or on the Internet at [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 on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of General 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 revision will be in accordance with the civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**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) service-wide 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 from one to four years unless otherwise stated on this bulletin.

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

**High School Equivalence:** Equivalent 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.



# Bookbinder IV Qualifications Assessment

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## GENERAL INSTRUCTIONS

### READ INSTRUCTIONS CAREFULLY

This Qualifications Assessment is the examination for the **Bookbinder IV classification**. This examination will provide you with an opportunity to demonstrate your knowledge and experience in a variety of areas.

The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed onto an eligible list. The list will be used by Department of General Services, Department of Transportation and Department of Motor Vehicles to fill existing positions. A “Conditions of Employment” form is included in this examination which will allow you to select the location and time base you are interested in working.

It is required that you personally complete this examination accurately and without assistance. This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score. Additional instructions are provided on the following pages.

## WHAT DOES THE EXAMINATION PACKAGE CONSIST OF?

The Examination Package consist of the following:

- Complete the State of California [Examination Application \(STD. 678\)](#) and be sure to sign and date the application. Please refrain from writing “see resume” under the duties performed on the application.
- Your completed Qualifications Assessment.
- All documents required for completion: Candidate Information, Prior State Employment Information, Conditions of Employment, and Affirmation Statement.
- Any supporting documentation to meet the minimum qualifications (see bulletin for minimum qualifications). For example, if you are meeting the minimum qualifications with education, you must include a copy of your diploma and/or official transcript(s). A copy of the official marked transcript is sufficient. The seal may be broken on the envelope upon your receipt of your transcript.

If any of the above-mentioned documents are not completed and/or submitted, you may be disqualified from this examination.

## MAILING INSTRUCTIONS

You may mail or deliver in person your completed Qualifications Assessment Package to the following address:

Department of General Services Office  
of Human Resources - Examination Unit  
707 3<sup>rd</sup> Street, 7<sup>th</sup> Floor West  
Sacramento, CA 95605

If you choose to deliver your Qualifications Assessment Package, our business hours and days are between 8:00 a.m. and 5:00 p.m., Monday through Friday.

### Note:

- Candidates whose Qualification Assessment Package is postmarked, personally delivered, or received via interoffice mail **after** the final filing date will be disqualified from the examination.
- Be sure your envelope has **adequate postage including a postmark date** if submitting via mail.
- Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.
- Facsimiles (FAX) OR email copies will **NOT** be accepted under any circumstances.
- Keep a photocopy of your completed Qualifications Assessment Package for your records.

# Bookbinder IV

## Qualifications Assessment

### CANDIDATE INFORMATION

Name:

Social Security Number:

Home Telephone Number:

Work Telephone Number:

E-mail Address:

### PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. **IF THIS DOES NOT APPLY TO YOU**, please mark the "Not Applicable" box below and continue to the next section.

State Personnel Board, Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> <b>NOT APPLICABLE</b>
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### CONDITIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE

Note: Positions are not available at all locations. Please refer to the official examination bulletin for information regarding current available positions and their locations.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form below.

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- |  |   |
|--|---|
| <input type="checkbox"/> <b>(D) Permanent Full-Time</b>    | <input type="checkbox"/> <b>(R) Permanent Part-Time</b> |
| <input type="checkbox"/> <b>(K) Limited-Term Full-Time</b> | <input type="checkbox"/> <b>(A) Any</b>                 |

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

## LOCATION(S) YOU ARE WILLING TO WORK:

☐ **5 ANYWHERE IN THE STATE** – If checked, no further selection is necessary

### NORTHERN CALIFORNIA

- |   |   |  |                                       |
|---|---|--|---------------------------------------|
| <input type="checkbox"/> 0400 Butte     | <input type="checkbox"/> 1700 Lake      | <input type="checkbox"/> 3100 Placer     | <input type="checkbox"/> 4900 Sonoma  |
| <input type="checkbox"/> 0600 Colusa    | <input type="checkbox"/> 1800 Lassen    | <input type="checkbox"/> 3200 Plumas     | <input type="checkbox"/> 5100 Sutter  |
| <input type="checkbox"/> 0800 Del Norte | <input type="checkbox"/> 2300 Mendocino | <input type="checkbox"/> 3400 Sacramento | <input type="checkbox"/> 5200 Tehama  |
| <input type="checkbox"/> 0900 El Dorado | <input type="checkbox"/> 2500 Modoc     | <input type="checkbox"/> 4500 Shasta     | <input type="checkbox"/> 5300 Trinity |
| <input type="checkbox"/> 1100 Glenn     | <input type="checkbox"/> 2800 Napa      | <input type="checkbox"/> 4600 Sierra     | <input type="checkbox"/> 5700 Yolo    |
| <input type="checkbox"/> 1200 Humboldt  | <input type="checkbox"/> 2900 Nevada    | <input type="checkbox"/> 4700 Siskiyou   | <input type="checkbox"/> 5800 Yuba    |

### CENTRAL CALIFORNIA

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> 0100 Alameda      | <input type="checkbox"/> 1500 Kern     | <input type="checkbox"/> 2700 Monterey        | <input type="checkbox"/> 4300 Santa Clara |
| <input type="checkbox"/> 0200 Alpine       | <input type="checkbox"/> 1600 Kings    | <input type="checkbox"/> 3500 San Benito      | <input type="checkbox"/> 4400 Santa Cruz  |
| <input type="checkbox"/> 0300 Amador       | <input type="checkbox"/> 2000 Madera   | <input type="checkbox"/> 3800 San Francisco   | <input type="checkbox"/> 4800 Solano      |
| <input type="checkbox"/> 0500 Calaveras    | <input type="checkbox"/> 2100 Marin    | <input type="checkbox"/> 3900 San Joaquin     | <input type="checkbox"/> 5000 Stanislaus  |
| <input type="checkbox"/> 0700 Contra Costa | <input type="checkbox"/> 2200 Mariposa | <input type="checkbox"/> 4000 San Luis Obispo | <input type="checkbox"/> 5400 Tulare      |
| <input type="checkbox"/> 1000 Fresno       | <input type="checkbox"/> 2400 Merced   | <input type="checkbox"/> 4100 San Mateo       | <input type="checkbox"/> 5500 Tuolumne    |
| <input type="checkbox"/> 1400 Inyo         | <input type="checkbox"/> 2600 Mono     |   |   |

### SOUTHERN CALIFORNIA

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> 1300 Imperial       | <input type="checkbox"/> 1900 Los Angeles | <input type="checkbox"/> 3000 Orange        | <input type="checkbox"/> 3300 Riverside |
| <input type="checkbox"/> 3600 San Bernardino | <input type="checkbox"/> 3700 San Diego   | <input type="checkbox"/> 4200 Santa Barbara | <input type="checkbox"/> 5600 Ventura   |

## ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

Please refer to your [CalCareer Account](#) and log into to update address changes and/or availability for employment changes or contact Department of General Services for assistance at the following address:

Department of General Services Office  
of Human Resources Certification Unit  
707 3<sup>rd</sup> Street, 7<sup>th</sup> Floor West  
Sacramento, CA 95605

Office: (916) 376-5400



## START HERE FOR THE QUALIFICATIONS ASSESSMENT

### EXPERIENCE – QUALIFICATIONS ASSESSMENT

Read each statement carefully and select the option that best relates to your experience. Your experience includes your education, training courses, and/or work experience (paid or not paid).

**For each Statement 1- 30, choose one option in each section for Bookbinder IV Exam.**

1. Sets up complex bookbinding equipment (e.g., folders above 17” x 22”, guillotine cutters, saddle stitch, three-knife trimmer, perfect binder, roll forms collator, etc.) in order to support the bookbinding functions for quality in accordance with company guidelines policies, and operating manuals.

Select one that best relates to the length of your experience performing this task:

- ☐ 24 plus months  
☐ 12 months to 23 months  
☐ Zero to 11 months

Select one that best relates to how often you performed this task:

- ☐ Daily/Weekly  
☐ Monthly/Quarterly  
☐ Semi-Annual/Annual  
☐ Never

Have you performed this task within the last 5 years?

- ☐ Yes  
☐ No

2. Operates complex bookbinding equipment (e.g., Folders above 17” X 22”, saddle stitch, three-knife trimmer, gluers and trimmers, slitters/rewinders, roll forms collators, perfect binder, etc.) in order to support the bookbinding functions.

Select one that best relates to the length of your experience performing this task:

- ☐ 24 plus months  
☐ 12 months to 23 months  
☐ Zero to 11 months

Select one that best relates to how often you performed this task:

- ☐ Daily/Weekly  
☐ Monthly/Quarterly  
☐ Semi-Annual/Annual  
☐ Never

Have you performed this task within the last 5 years?

- ☐ Yes  
☐ No

**3. Reads and understand job ticket instructions before starting work in order to satisfy the internal/external customers to produce quality bindery work.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**4. Log and verify job orders using various computers systems.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**5. Make adjustments or repairs to the running equipment in order to support the bookbinding functions as needed.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**6. Act as a lead over the operation of the bindery equipment to monitor work and material flow.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**7. Check the setting on punches, gauges and page number positions.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**8. Perform and/or assist in the maintenance and operation of the bookbinding equipment to ensure production will be met using various tools (e.g., grease guns, air hose, wrenches, screw drivers, tape measures, etc.).**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**9. Update maintenance records/logs to keep machines in operating order.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**10. Cleans paper dust and keeps work area organized.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**11. Trains and directs employees, when required, in the operation of the Bindery functions.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**12. Fills in for lower bookbinders when needed required.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**13. Reviews job specifications to determine the most efficient way to process the job.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**14. Assesses status of malfunctioning equipment and on request, provide projection to management regarding when the equipment will be back in operation.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**15. Assist or provides direction for malfunctioning equipment to reduce delays in production and provide training to staff.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**16. Assist staff to troubleshoot and identify equipment/product quality issues so they may be corrected.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**17. Explain product quality expectations to staff to improve understanding and achieve increased conformance.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**18. Ensures jobs move from completed phases to subsequent phases in order of sequence.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**19. Identify cause of defects to improve product quality.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**20. Implement safety standards/procedures for equipment operation to ensure compliance with established policies, guidelines and regulations.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**21. Inspect and replace cutter blades, following established safety procedures and product guidelines.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**22. Inspect and/or assist with equipment adjustments/repairs performed by staff to ensure they are made correctly and safely.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**23. Maintain accurate and complete records of production for proper documentation.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No



**24. Mentor and train staff for successful job performance.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**25. Monitor/inspect and assign work to staff to ensure correct processes are followed.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**26. Organize, prioritize, and monitor equipment operation to ensure production requirements and deadlines are met.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**27. Serves as a subject matter expert when necessary by explaining complex bookbinding and finishing processes and procedures or participating in projects where expertise in bookbinding is required.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**28. Show subordinate bookbinders how to perform product quality inspections and explain expectations to adhere to customer service standards.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**29. Submit orders/or requests for equipment part supplies to ensure continuous production capability.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**30. Works with management to set, communicate, and meet production standards and due date requirements for current and future work orders.**

**Select one that best relates to the length of your experience performing this task:**

- ☐ 24 plus months
- ☐ 12 months to 23 months
- ☐ Zero to 11 months

**Select one that best relates to how often you performed this task:**

- ☐ Daily/Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

**Have you performed this task within the last 5 years?**

- ☐ Yes
- ☐ No

**CONTINUE TO THE NEXT PAGE FOR KNOWLEDGE, SKILLS  
OR ABILITY QUALIFICATIONS ASSESSMENT**

## **KNOWLEDGE, SKILL OR ABILITY (KSA) - QUALIFICATIONS ASSESSMENT**

Read each statement carefully and select the option that best relates to your knowledge, skill or ability (KSA). Your knowledge, skill or ability includes your education, training courses, and/or work experience (paid or not paid).

### **Choose One Option for each Statements 1 – 20 for Bookbinder IV Exam.**

#### **1. Knowledge of printing plant equipment, machinery operations and terminology.**

**Select one that best describes your knowledge:**

- ☐ Extensive (have applied this in an actual setting while performing a job)
- ☐ Moderate (have performed this task but required general supervision)
- ☐ Limited (have education and/or training or have minimally applied it to a job)
- ☐ No knowledge (no experience, education or training)

#### **2. Knowledge of types of paper stock and proper methods of paper movement and handling.**

**Select one that best describes your knowledge:**

- ☐ Extensive (have applied this in an actual setting while performing a job)
- ☐ Moderate (have performed this task but required general supervision)
- ☐ Limited (have education and/or training or have minimally applied it to a job)
- ☐ No knowledge (no experience, education or training)

#### **3. Knowledge of the processes for binding items.**

**Select one that best describes your knowledge:**

- ☐ Extensive (have applied this in an actual setting while performing a job)
- ☐ Moderate (have performed this task but required general supervision)
- ☐ Limited (have education and/or training or have minimally applied it to a job)
- ☐ No knowledge (no experience, education or training)

#### **4. Knowledge of reading the job ticket effectively.**

**Select one that best describes your knowledge:**

- ☐ Extensive (have applied this in an actual setting while performing a job)
- ☐ Moderate (have performed this task but required general supervision)
- ☐ Limited (have education and/or training or have minimally applied it to a job)
- ☐ No knowledge (no experience, education or training)

#### **5. Knowledge of tools, and equipment used in general bookbinding duties.**

**Select one that best describes your knowledge:**

- ☐ Extensive (have applied this in an actual setting while performing a job)
- ☐ Moderate (have performed this task but required general supervision)
- ☐ Limited (have education and/or training or have minimally applied it to a job)
- ☐ No knowledge (no experience, education or training)

#### **6. Knowledge of math calculations.**

**Select one that best describes your knowledge:**

- ☐ Extensive (have applied this in an actual setting while performing a job)
- ☐ Moderate (have performed this task but required general supervision)
- ☐ Limited (have education and/or training or have minimally applied it to a job)
- ☐ No knowledge (no experience, education or training)

## **7. Knowledge of quality control processes.**

**Select one that best describes your knowledge:**

- ☐ Extensive (have applied this in an actual setting while performing a job)
- ☐ Moderate (have performed this task but required general supervision)
- ☐ Limited (have education and/or training or have minimally applied it to a job)
- ☐ No knowledge (no experience, education or training)

## **8. Knowledge of safety practices and procedures.**

**Select one that best describes your knowledge:**

- ☐ Extensive (have applied this in an actual setting while performing a job)
- ☐ Moderate (have performed this task but required general supervision)
- ☐ Limited (have education and/or training or have minimally applied it to a job)
- ☐ No knowledge (no experience, education or training)

## **9. Ability to communicate effectively.**

**Select one that best describes your ability:**

- ☐ Extensive (have applied this in an actual setting while performing a job)
- ☐ Moderate (have performed this task but required general supervision)
- ☐ Limited (have education and/or training or have minimally applied it to a job)
- ☐ No ability (no experience, education or training)

## **10. Ability to follow directions.**

**Select one that best describes your ability:**

- ☐ Extensive (have applied this in an actual setting while performing a job)
- ☐ Moderate (have performed this task but required general supervision)
- ☐ Limited (have education and/or training or have minimally applied it to a job)
- ☐ No ability (no experience, education or training)

## **11. Ability to set up and operate equipment (e.g., saddle stitchers, guillotine cutters, Folders above 17 x 22, gluers and trimmers, slitters/rewinders, roll forms collators and, perfect binder, etc.).**

**Select one that best describes your ability:**

- ☐ Extensive (have applied this in an actual setting while performing a job)
- ☐ Moderate (have performed this task but required general supervision)
- ☐ Limited (have education and/or training or have minimally applied it to a job)
- ☐ No ability (no experience, education or training)

## **12. Ability to lead a bindery crew efficiently.**

**Select one that best describes your ability:**

- ☐ Extensive (have applied this in an actual setting while performing a job)
- ☐ Moderate (have performed this task but required general supervision)
- ☐ Limited (have education and/or training or have minimally applied it to a job)
- ☐ No ability (no experience, education or training)

## **13. Ability to work effectively as a team member with co-workers and management.**

**Select one that best describes your ability:**

- ☐ Extensive (have applied this in an actual setting while performing a job)
- ☐ Moderate (have performed this task but required general supervision)
- ☐ Limited (have education and/or training or have minimally applied it to a job)
- ☐ No ability (no experience, education or training)

**14. Ability to meet scheduling deadlines.**

**Select one that best describes your ability:**

- ☐ Extensive (have applied this in an actual setting while performing a job)
- ☐ Moderate (have performed this task but required general supervision)
- ☐ Limited (have education and/or training or have minimally applied it to a job)
- ☐ No ability (no experience, education or training)

**15. Ability to work independently.**

**Select one that best describes your ability:**

- ☐ Extensive (have applied this in an actual setting while performing a job)
- ☐ Moderate (have performed this task but required general supervision)
- ☐ Limited (have education and/or training or have minimally applied it to a job)
- ☐ No ability (no experience, education or training)

**16. Ability to work on computers.**

**Select one that best describes your ability:**

- ☐ Extensive (have applied this in an actual setting while performing a job)
- ☐ Moderate (have performed this task but required general supervision)
- ☐ Limited (have education and/or training or have minimally applied it to a job)
- ☐ No ability (no experience, education or training)

**17. Ability to set up casemaking, trimming, gathering, and folding equipment.**

**Select one that best describes your ability:**

- ☐ Extensive (have applied this in an actual setting while performing a job)
- ☐ Moderate (have performed this task but required general supervision)
- ☐ Limited (have education and/or training or have minimally applied it to a job)
- ☐ No ability (no experience, education or training)

**18. Ability to work collaboratively with others.**

**Select one that best describes your ability:**

- ☐ Extensive (have applied this in an actual setting while performing a job)
- ☐ Moderate (have performed this task but required general supervision)
- ☐ Limited (have education and/or training or have minimally applied it to a job)
- ☐ No ability (no experience, education or training)

**19. Ability to diagnose causes of equipment failure, or causes of product quality defects.**

**Select one that best describes your ability:**

- ☐ Extensive (have applied this in an actual setting while performing a job)
- ☐ Moderate (have performed this task but required general supervision)
- ☐ Limited (have education and/or training or have minimally applied it to a job)
- ☐ No ability (no experience, education or training)

**20. Ability to operate bookbinding equipment (e.g., casemaking, trimming, gathering, and folding equipment).**

**Select one that best describes your ability:**

- ☐ Extensive (have applied this in an actual setting while performing a job)
- ☐ Moderate (have performed this task but required general supervision)
- ☐ Limited (have education and/or training or have minimally applied it to a job)
- ☐ No ability (no experience, education or training)

**THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT**

Move to the **AFFIRMATION STATEMENT** on next page

## **AFFIRMATION STATEMENT**

### **THIS AFFIRMATION MUST BE COMPLETED**

I hereby certify and understand the information provided by me on this Qualifications Assessment is true and correct to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

It is a violation of Government Code Section 18935 “to practice any deception or fraud” on your application, on this Qualifications Assessment, or any other documentation you submit to obtain state employment eligibility.

**SIGNATURE:**

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**DATE:**

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**NAME (PRINTED):**

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**THIS COMPLETES THE EXAMINATION PACKAGE**