



LEAD GROUNDSKEEPER

Class Code: 0725

Examination Code: 1GS17

Department: Statewide

Examination Type: Service-wide, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Salary Range:

Range A: \$3,622.00 - \$4,526.00

Range B: \$3,942.00 - \$4,963.00

View the [class specification](#) for the Lead Groundskeeper classification.

APPLICATION INSTRUCTIONS

Who Should apply:

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take the examination.

Once you have taken this examination, you may not retake it for **six (6)** months.

How to Apply:

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) **AND** the Qualifications Assessment found towards the end of this exam bulletin.

You may submit your examination application package by mail to:

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

OR submit in person at:

**Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605**

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Note:

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 listed above.

The examination title(s) must be indicated on the application. Resumes alone will not be accepted.

Faxed or emailed applications and Qualifications Assessments will not be accepted.

Completed and signed exam Applications (STD. 678) **and** Qualifications Assessments must be received by the cut-off date in order to be considered. If an application is received after the cut-off date, the application is considered late and will be included in the next cut-off date for processing. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail, or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on your Examination Application (STD. 678) and you will be contacted to make specific arrangements. You may also contact the Department of General Services, Examinations Unit at (916) 376-5400.

REQUIREMENTS FOR ADMITTANCE TO THE EXAM

Candidates must complete and submit the Qualifications Assessment along with his/her Examination Application (STD. 678). Candidates who meet the Minimum Qualifications will have their Qualifications Assessment rated.

Applicants must meet the experience/education Minimum Qualifications by the cut-off date.

Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside of California state service will count towards experience.

Your signature on your application indicates that you have read, understood, and possess the qualifications required.

Applications and resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. Education information **MUST** include name of institution, course of study, semester or quarter units completed, degree (if applicable), and completion date. Applications/resumes received without this information may be rejected.

CUT-OFF DATES

Applications will be accepted on a continuous basis. Applications received after the cut-off date will be included in the next administration for processing.

Cut-off dates for processing will be as follows:

March 15, 2022

June 15, 2022

September 15, 2022

December 15, 2022

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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. Additionally, cut-off dates are subject to change or cancellation at any time. Such changes or cancellations will be in accordance with civil service laws and rules.

Please contact the Department of General Services, Examinations Unit at (916) 376-5400 if you have not received your results after 4 weeks.

MINIMUM QUALIFICATIONS

Three years of experience in propagating, planting, and cultivating flowers and shrubs, and in general grounds maintenance work.

(Completion of a recognized course of study in landscape gardening or landscape design may be substituted for two years of the required experience.)

NOTE: Applicants using education to meet the minimum requirements **MUST** provide a copy of their diploma, copy of official transcript (sealed envelope not necessary), statement and/or evaluation from an accredited U.S. college or university with their examination application.

POSITION DESCRIPTION

On a specific project or in a specific area, supervises and works with a small crew engaged in planting, watering, cultivating, and maintaining flower beds, lawns, shrubs, and trees, and in general grounds maintenance work; propagates flowers and ornamental plants, and shrubs in a greenhouse and nursery; designs beds and borders; plants and cares for flowers, ornamental plants and shrubs; keeps greenhouses, nurseries, and grounds free from plant diseases and pests; prunes shrubs and rose bushes; buds and grafts plants; cares for ornamental flowers and plants in State buildings.

Positions are anticipated at various departments, 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.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the minimum qualifications will have their Qualifications Assessment rated, and successful candidates will be placed on an eligible list. **Submission of the Qualifications Assessment is mandatory.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each applicant's:

A. Knowledge of:

1. Methods, materials, and equipment used in propagating, planting, cultivating, spraying, and otherwise caring for flowers, shrubs, lawns, and trees;

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2. Flowers, shrubs, and ornamental and shade trees commonly grown in California, and their planting and growing requirements;
3. Plant pests and diseases and methods of their control and eradication;

B. Skill in:

1. Budding, grafting, pruning, and flower gardening work;

C. Ability to:

1. Lay out ornamental flower beds and borders;
2. Follow oral and written directions;
3. Supervise the work of a group of groundskeepers;
4. Deal tactfully with the public;
5. Read and write at a level appropriate to the classification;

ELIGIBLE LIST INFORMATION

A service-wide, open eligible list for the Lead Groundskeeper classification will be established for the State of California (all State of California departments, state-wide). Names of successful candidates will be merged onto the eligible list in order of final scores 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 Form \(CalHR 1093\)](#) 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.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

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.

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DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. 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:

[California Department of General Services](#)

Office of Human Resources – Examination Unit

707 3rd Street, 7th Floor

West Sacramento, CA 95605

Phone: (916) 376-5400

Email: Exams@dgs.ca.gov

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 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 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.

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.



Lead Groundskeeper

Qualifications Assessment

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GENERAL INSTRUCTIONS

READ INSTRUCTIONS CAREFULLY

This Qualifications Assessment is the examination for the Lead Groundskeeper 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 for the Lead Groundskeeper classification. The list will be used by all State of California departments to fill existing positions statewide. A “Conditions of Employment” section is included in this examination which will allow you to select the location(s) 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.

Department of General Services – Office of Human Resources

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the eligible list / certification list
- Loss of State employment
- Loss of rights to compete in any future state examination

WHAT DOES THE QUALIFICATIONS ASSESSMENT PACKAGE CONSIST OF?

The Qualifications Assessment Package consists 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 signed Affirmation Statement.
- Any supporting documentation to meet the Minimum Qualifications (see bulletin). 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 submit your completed Qualifications Assessment Package by mail to:

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

OR submit in person at the following address:

Department of General Services
Office of Human Resources
Attention: Examination Unit
707 3rd Street, 7th Floor
West Sacramento, CA 95605

Note:

- Candidates whose Qualification Assessment Package is received **after** the cut-off date will be included in the next administration for processing.
- 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.

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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 skip this 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?

YES

NO

CONDITIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE

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.

TYPE OF APPOINTMENT YOU WILL ACCEPT

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

(D) Permanent Full-Time

(K) Limited-Term Full-Time

(R) Permanent Part-Time

(A) Any

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

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LOCATION(S) YOU ARE WILLING TO WORK:

(5) **ANYWHERE IN THE STATE** – If this box is marked, no further selection is necessary.

NORTHERN CALIFORNIA COUNTIES

- | | | |
|---|--|---|
| <input type="checkbox"/> (0100) Alameda County | <input type="checkbox"/> (1800) Lassen County | <input type="checkbox"/> (4500) Shasta County |
| <input type="checkbox"/> (0200) Alpine County | <input type="checkbox"/> (2100) Marin County | <input type="checkbox"/> (4600) Sierra County |
| <input type="checkbox"/> (0300) Amador County | <input type="checkbox"/> (2300) Mendocino County | <input type="checkbox"/> (4700) Siskiyou County |
| <input type="checkbox"/> (0400) Butte County | <input type="checkbox"/> (2500) Modoc County | <input type="checkbox"/> (4800) Solano County |
| <input type="checkbox"/> (0500) Calaveras County | <input type="checkbox"/> (2800) Napa County | <input type="checkbox"/> (4900) Sonoma County |
| <input type="checkbox"/> (0600) Colusa County | <input type="checkbox"/> (2900) Nevada County | <input type="checkbox"/> (5100) Sutter County |
| <input type="checkbox"/> (0700) Contra Costa County | <input type="checkbox"/> (3100) Placer County | <input type="checkbox"/> (5200) Tehama County |
| <input type="checkbox"/> (0800) Del Norte County | <input type="checkbox"/> (3200) Plumas County | <input type="checkbox"/> (5300) Trinity County |
| <input type="checkbox"/> (0900) El Dorado County | <input type="checkbox"/> (3400) Sacramento County | <input type="checkbox"/> (5500) Tuolumne County |
| <input type="checkbox"/> (1100) Glenn County | <input type="checkbox"/> (3800) San Francisco County | <input type="checkbox"/> (5700) Yolo County |
| <input type="checkbox"/> (1200) Humboldt County | <input type="checkbox"/> (3900) San Joaquin County | <input type="checkbox"/> (5800) Yuba County |
| <input type="checkbox"/> (1700) Lake County | <input type="checkbox"/> (4100) San Mateo County | |

CENTRAL CALIFORNIA COUNTIES

- | | | |
|---|---|--|
| <input type="checkbox"/> (1000) Fresno County | <input type="checkbox"/> (2200) Mariposa County | <input type="checkbox"/> (4000) San Luis Obispo |
| <input type="checkbox"/> (1400) Inyo County | <input type="checkbox"/> (2400) Merced County | <input type="checkbox"/> (4300) Santa Clara County |
| <input type="checkbox"/> (1500) Kern County | <input type="checkbox"/> (2600) Mono County | <input type="checkbox"/> (4400) Santa Cruz County |
| <input type="checkbox"/> (1600) Kings County | <input type="checkbox"/> (2700) Monterey County | <input type="checkbox"/> (5000) Stanislaus County |
| <input type="checkbox"/> (2000) Madera County | <input type="checkbox"/> (3500) San Benito County | <input type="checkbox"/> (5400) Tulare County |

SOUTHERN CALIFORNIA COUNTIES

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

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

After list release, successful candidates may update any address and/or availability for employment preference information by accessing their [CalCareer Account](http://www.calcareers.ca.gov) (www.calcareers.ca.gov) on the California Department of Human Resources (CalHR) website or by notifying Department of General Services at the following address:

Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Attention: Examination Unit
Phone: (916) 376-5400
Email: Exams@dgs.ca.gov

QUALIFICATIONS ASSESSMENT

START HERE FOR THE LEAD GROUNDSKEEPER QUALIFICATIONS ASSESSMENT

Read each task 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 unpaid).

1. Supervise and/or demonstrates to Groundskeepers their duties of planting, watering, cultivating, and maintaining flower beds, lawns, shrubs, trees, and general grounds maintenance work.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

2. Plants and cares for flowers, shrubs, trees, groundcover, ornamental and indoor plants to maintain and beautify maintained grounds.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

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3. Prunes shrubs and rose bushes using hand and/or cordless power tools.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

4. Mows, edges, and aerates lawn areas using power tools, riding lawn mowers, lawn edgers, trimmers and aerators.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

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5. Cultivates and amends soil prior to planting using hoes, shovels, and rototillers.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

6. Trims and shapes shrubs and hedges using hand and/or cordless power trimmers to maintain and improve maintained grounds.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

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7. Waters plants using hoses, portable water machines and irrigation systems.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

8. Clears leaves using power rake, rake, shovels, tarps, small utility vehicles, and power leaf blowers to maintain grounds and ensure public safety.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

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9. Prunes low hanging branches and shapes small trees using chain saws, hand saws, pole saws, pruners, and loppers to shape, maintain and ensure public safety.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

10. Removes weeds from flower beds and other areas by hand weeding or using hand tools and/or cordless power tools to maintain and improve maintained grounds.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

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11. Sows grass seed using a hand spreader and/or power spreader pulled by a small utility vehicle to replace or renovate lawn areas.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

12. Hauls away and/or disposes of cut branches, grass clippings, weeds, and other plant material using a small utility vehicle, hand cart and tarp.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

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13. Visually inspects and monitors vegetation for damage, disease, pests and/or parasites for the prevention and eradication of unwanted diseases and pests.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

14. Applies granule and/or liquid fertilizers to plants, trees, shrubs, ground cover, lawns, annuals, etc. using required personal protection equipment (PPE), and appropriate tools (such as hand spreader, backpack sprayer, power sprayer, and power spreader pulled by a small utility vehicle).

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

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15. Applies pesticides as needed to control insects, diseases and pests using required personal protection equipment (PPE) and appropriate tools (such as hand spreader, backpack sprayer, power sprayer, and power spreader pulled by a small utility vehicle) under direction of the supervisor.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

16. Minor repairs and cleaning of mow strips, bike paths, walkways made of various materials (such as concrete asphalt, decomposed granite, paver stones) using appropriate tools (e.g., steam cleaners, jack hammers, jitterbug or tamper, bull floats, metal float, scribe, levels, screw gun, compactor, etc.) to ensure public safety and maintain grounds.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

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17. Installs various types of irrigation systems (including drip, overhead, automatic, manual, low voltage controls and valves, etc.) using trenchers, shovels, backhoes, etc., to provide adequate water to the landscape.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

18. Repairs and maintains various types of irrigation systems (including drip, overhead, automatic, manual, low voltage controls and valves, etc.) using trenchers, shovels, backhoes, etc.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

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19. Cleans out drainage ditches, catch basins, bio-swales, drains, and culverts using shovels and rakes, power drain cleaner, and water pumps to prevent flooding of parking lots, sidewalks, and landscape areas.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

20. Picks-up and/or removes garbage and refuse from grounds using grab sticks, buckets, bags/sacks, rakes, shovels, backpack blower, sweeper vehicle, rags, spray bottles, cleaners/solvents, graffiti remover and small utility vehicles to service maintained grounds.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

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21. Performs preventive maintenance and/or minor repairs on gas-powered equipment (such as lawn mowers, leaf blowers, line trimmers, etc.) using wrenches, screw drivers, hammers, files, etc. to prolong useful life of equipment.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

22. Cleans, sharpens, and repairs hand tools and cordless power tools for proper and safe operation using operation manuals, power-driven sharpeners, grinders, files, sandpaper, drills, etc. to ensure efficient equipment operation.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

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23. Operates automated irrigation system to ensure proper amount of water to the landscaped areas.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

24. Monitors worksite to identify, and remedy, potential safety hazards to ensure public safety.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

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25. Wears proper personal protective equipment (PPE) when performing hazardous activities (such as spraying chemicals or using power tools) to ensure personal safety and minimize exposure to hazardous materials.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

26. Safely operates motor vehicles to transport self and materials in compliance to CHP and DMV rules and regulations.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

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27. Attends safety meetings in order to preclude or minimize accidents and ensure compliance with organizational requirements to prevent personal injury while on the job.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

28. Oversee employees on proper procedures (such as use of fertilizers, equipment selection and uses, and lifting heavy objects) to ensure the work is performed in a safe and efficient manner.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

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29. Oversees scheduling the application of fertilizers and pesticides using established procedures to ensure accurate timing of application.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

30. Maintain and submit accurate records regarding the times, locations, and amounts of pesticides and fertilizers to be applied by completing a Pesticide Use Report form for documentation purposes.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

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31. Reviews work orders and project specifications to determine the materials that are needed for a particular job to ensure successful job completion in accordance with management instructions.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

32. Reviews operation manuals for tools, equipment, and chemical applications (such as fertilizers, herbicides, insecticides, and fungicides).

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

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33. Conducts inventories of equipment, supplies, or materials in order to detect shortages and to determine when it is necessary to reorder.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

34. Requests equipment, supplies, or materials and informs supervisor of inventory needs.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

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35. Reads reports and memorandums to remain current and knowledgeable about job activities, policies, and procedures in accordance with organizational guidelines.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

36. Participates in staff meetings to ensure current information is communicated within the unit in accordance with management instructions.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

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37. Coordinates work at job sites in order to ensure the continuity of the work process.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

38. Delegates work assignments to employees in accordance with the workers' experience and ability levels to ensure the proper distribution of workloads.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

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39. Monitors and inspects the work of other employees to ensure that the work meets organizational standards and that production timelines are met in accordance with management instructions.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

40. Provide feedback to supervisor regarding employee job performance to ensure accurate performance appraisal within organizational guidelines.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the frequency; how often you performed this task:

- Daily
- Weekly
- Monthly
- Yearly
- Never

THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT

PLEASE COMPLETE AFFIRMATION STATEMENT ON THE NEXT PAGE

AFFIRMATION STATEMENT

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand the information provided by me on this Qualifications Assessment, AND on the Examination Application (STD 678), 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. Your signature on your application indicates that you have read, understood, and possess the qualifications required.

SIGNATURE: _____ DATE: _____

NAME (PRINTED): _____

THIS COMPLETES THE QUALIFICATIONS ASSESSMENT PACKAGE