



## Warehouse Worker

Exam Code: 2PB10

Department: State of California  
Opening Date: 4/12/2014  
Final Filing Date: Continuous  
Type of Examination: Service-wide, Open

### CLASSIFICATION DETAILS

**Warehouse Worker** – \$3,285.00 - \$4,101.00 per month

#### Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this exam.

#### How to Apply:

Self-scheduling for this examination is offered on a first-come-first-served basis for each written exam date. Please be aware that, although seating is limited and scheduling will conclude once all seats are filled for a specific written exam date, additional self-scheduling dates and exam locations will be posted. If you schedule an exam date and do not appear, you will not be able to re-schedule for at least 6 weeks.

**Once you have taken the written examination, you may not retake it for 12 months.**

Check this bulletin regularly for future exam dates.

**ON THE SELF-SCHEDULING DATE, PLEASE GO TO THE “Taking the Exam” SECTION OF THIS BULLETIN TO BEGIN THE SCHEDULING PROCESS.**

### 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.

### **Warehouse Worker**

Possession of a Class C California driver license valid for the operation of any two-axle-single-motor vehicle and one towed vehicle (i.e., a trailer with a gross weight of 6,000 pounds or less).\* and either

#### **I**

One year of experience in the California state service performing the duties of a Service Assistant (Warehouse and Stores).

#### **Or II**

One year of experience assisting in the receipt, storage or issue of materials from a centralized stockroom or warehouse.

(\*Applicants who do not possess the license will be admitted to the examination, but must secure the license prior to appointment.)

### **Additional Desirable Qualification**

Equivalent to graduation from high school.

## **POSITION DESCRIPTION**

### **Warehouse Worker**

Under supervision, to perform journeywork in the receipt, storage, inventory, and issue of materials; to use powered or non-powered materials handling equipment as necessary; may instruct, lead or supervise inmates, wards or resident workers; and to do other related work.

## **EXAMINATION SCOPE**

This examination consists of the following components:

Written Exam – Weighted 100% of the final score

A final score of 70% must be attained to be placed on the eligible list.

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 on measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. The methods and practices used in storing, shipping, packing and unpacking materials and supplies for warehouse shipments, deliveries, and storage.
2. Inventory procedures and records for warehouse materials and equipment.
3. The powered materials handling equipment (e.g., carts, forklifts, standup lifts, pallet jacks) used in receiving, storing, and shipping materials and supplies.
4. The equipment and function of forklifts for safety inspection and in receiving, shipping, storing and moving warehouse materials and supplies.
5. The manual materials handling equipment (e.g., carts, ladders, pallet jacks, dollies) used in receiving, storing, and shipping materials and supplies.
6. Basic mathematics operations (e.g., addition, subtraction, multiplication, division, percentages, order of operations) for checking, counting, shipping, and tracking materials.
7. Different units of measurement (e.g., cases, individual units) for checking, counting, shipping, and tracking material.
8. Common forms and documents used in receiving and shipping materials, supplies, and/or equipment.

Ability to:

9. Store materials, supplies, and equipment in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
10. Determine and execute proper storage methods, identification, and stock location based on shelf life and space availability.
11. Practice personal safety and vigilance in the identification of safety and security hazards to actively support a safe and hazard free working environment.
12. Use proper body mechanics while lifting to avoid injuries and comply with safe handling procedures regarding receiving, storing, and shipping materials, supplies, and/or equipment.
13. Discern details to receive, store, and ship materials and supplies in a safe manner.
14. Perform mathematical computations (e.g., addition, subtraction, multiplication, division, ratios, percentages) for checking, counting, shipping, and tracking materials.
15. Identify information, materials, and resources needed to complete a project or assignment.
16. Complete tasks in a timely, detailed, and orderly manner.
17. Identify and anticipate problems and act proactively.
18. Analyze and evaluate situations accurately and thoroughly to determine and implement effective, appropriate courses of action.
19. Use logic and reasoning to identify strengths and weaknesses of alternative approaches or solutions to allow for an effective resolution of problems.
20. Arrange items or actions in to logical orders or patterns according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
21. Follow instructions to ensure adequate comprehensive and follow through.
22. Read and comprehend written materials (e.g., references, summaries, memos, letters) in order to apply information and determine appropriate courses of action.

Special Personal Characteristics:

23. Neatness and willingness to do heavy manual labor in either indoor or outdoor storage areas.

## ELIGIBLE LIST INFORMATION

A service-wide, open eligible list for the Warehouse Worker classification will be established for:

State of California (all State of California departments, statewide)

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **24 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

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

Career Credits are not granted for examinations administered on an Open basis or Promotional basis.

## EXAMINATION INFORMATION

### **Calculator Usage:**

Hand-held calculators will be permitted and issued to you on the day of the written examination.

**Note:** Cell phones, palm pilots, and other electronic devices may not be used during the examination

## 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 offices 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.

## TAKING THE EXAM

**You must schedule yourself to participate in this written examination.** Self-scheduling for this examination is offered on a first-come-first-served basis for each written date. Although seating is limited and scheduling will conclude once all the available seats are filled for a specific written exam date, additional self-scheduling dates and test locations will be posted in the future.

<u>Self-scheduling Opens</u>	<u>Written Exam Date</u>	<u>Location</u>
October 11, 2018 @ 10:00 AM	October 26, 2018	Eureka

[Schedule](#) a written exam for the Warehouse Worker classification.

Test dates are posted here as needs warrant. Please check this area periodically for open testing.

**Please note: If you have a disability and need special testing arrangements, please select the Reasonable Accommodation box during the self-scheduling process.**

## TESTING DEPARTMENTS

State of California (all State of California departments)

## CONTACT INFORMATION

Questions regarding this examination should be directed to:

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street

Exam Code: 2PB10

Bulletin Revision Date: 9/19/2018

Sacramento, CA 95814  
Phone: (866) 844-8671  
[CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.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.

## **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**

The Examination/Employment Application (STD 678) is available at the California Department of Human Resources, local offices of the Employment Development Department, and through your CalCareer account ([www.CalCareers.ca.gov](http://www.CalCareers.ca.gov)).

If you meet the requirements stated on this examination bulletin, you may take this competitive examination. 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 scores.

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: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

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, and 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 exam bulletin.