



## Maintenance and Operations Supervisor II, District Fairs

Exam Code: 3 A 9 A A

**Department:** 22<sup>nd</sup> District Agricultural Association (22<sup>nd</sup> DAA) / Del Mar Fairgrounds

**Exam Type:** Departmental, Open / SPOT

**Final Filing Date:** Continuous

**Monthly Salary Range:** \$5,414 - \$6,727

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### 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.

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### WHO SHOULD APPLY:

All applicants must meet the education and/or experience requirements by the Cut-Off Date, unless otherwise noted on the class specification. Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **Twelve (12) months**.

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### FILING INSTRUCTIONS:

**E-mailed applications are preferred.** Submit your completed Examination/ Employment Application (Std. 678) **AND** your completed Training and Experience Evaluation (*Both located at the bottom of this bulletin*) via email at [hr@sdfair.com](mailto:hr@sdfair.com). **Please include Exam Code: 3A9AA in the subject line** of your email.

**You may also submit your completed Examination/Employment Application (Std. 678) AND Training and Experience Evaluation by mail, parcel delivery, or courier service to:**

22<sup>nd</sup> DAA / Del Mar Fairgrounds  
Human Resources Dept., Attn: Exams 3A9AA  
2260 Jimmy Durante Blvd.  
Del Mar, CA 92014

The testing office will accept Examination Application/Employment Applications (Std. Form 678) **AND** Training and Experience Evaluations continuously. Applications will be processed after each cut-off date. Applications received or postmarked after a cut-off date will be held and processed on the next 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 applications. It is the applicant's responsibility to submit their application packet on time and if applying by U.S. mail, ensure the envelope is properly postmarked and if applying via parcel or courier service, ensure it contains proof of timely deposit with the service.** Applications received cannot be returned pursuant to California Code of Regulations §174. Also note:

- The Examination/Employment Application (Std. 678) (*Included below this bulletin*).
- Resumes **will not be accepted in lieu** of a completed Examination/Employment Application (Std. 678).
- Your signature on your Examination/Employment Application (Std. 678) indicates that you have read, understood, and possess the basic qualifications required.

Submit all required documents to the Departments e-mail or address indicated above. **Do not submit Examination/Employment Applications (Std. 678) or Training and Experience Evaluations to the California Department of Human Resources (CalHR).**

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**SPECIAL TESTING ARRANGEMENTS:**

If you have a verifiable disability and require special testing arrangements, please mark the appropriate box on the "Examination Application/Employment Application" (Std. 678). You will be contacted to make special arrangements.

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**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:**

**Note:** All applicants must meet the education and/or experience requirements as stated on this examination 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.

**Note:** The Examination/Employment Application (Std. 678) and resume must include "to" and "from" dates (month/day/year) And hours worked. Also, for civil service applicants, you must include time base, civil service class title(s), and range, if applicable. College course information MUST include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applicants providing a copy of their transcripts MUST highlight all required courses, per the minimum qualifications.

**If education is required to meet the minimum qualifications**, include on the application the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed. **Note:** Applicants who are hired from the employment list must provide their official transcripts from the applicable institution(s) if education is used to meet the minimum qualifications.

Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approving foreign transcript evaluation agency before they may be used for credentialing purposes. It is the responsibility of each applicant to provide this, if applicable.

Examination/Employment Applications (Std. 678)/resumes/transcripts received without this information may be rejected.

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**MINIMUM QUALIFICATIONS:**

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "Either" I, "Or" II, "Or" III, 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 the examination as meeting 100% of the overall experience requirement.

**Maintenance and Operations Supervisor II, District Fairs****Either I**

One year of experience in California state service performing the duties of a Maintenance and Operations Supervisor I, District Fairs.

**Or II**

Four years of increasingly responsible experience performing a wide variety of skilled maintenance and repair functions, two years of which shall have been in a supervisory capacity over a staff performing maintenance and repair work of grounds and facilities.

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**POSITION DESCRIPTION:**

This level is responsible for directing the maintenance and operations of all properties and facilities of the largest district agricultural associations. Incumbents plan, organize and direct the work of a staff of maintenance workers and others, including volunteers; inspect all contract work being done on the grounds to ascertain that it meets the terms of the contract agreement; direct the maintenance and operation of the facilities in connection with the presentation of a wide variety of shows, exhibitions, and meetings; check with clients to ascertain needs for particular events and plan and prepare the needed facilities and operations staff required for clients' specific needs; assist in programming and planning for additional facilities or for repairs or modifications to existing facilities such as construction, plumbing and electrical work; prepare preliminary estimates for work to be done and make recommendations on needed changes; prepare specifications for minor construction projects and supervise the work; supervise the requisitioning, accounting for, and storage of materials, supplies, tools and equipment; direct the operation and maintenance of motor equipment used in connection with buildings and grounds maintenance; direct enforcement of fire and safety codes and protection of patrons and property; make special studies relating to improvements in operations and reduction of costs; secure, train, and evaluate the performance of employees and take or recommend appropriate action; maintain labor and materials records and blueprint files; prepare operating schedules and review time and materials charges; prepare reports and correspondence; and develop and maintain a good working relationship with users of the fair and the public.

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**ELIGIBLE LIST INFORMATION:**

This is a Departmental, Open/SPOT examination. A departmental eligible list for the Maintenance and Operations Supervisor II, District Fairs classification will be established for use by the 22<sup>nd</sup> DAA/Del Mar Fairgrounds. Note: positions currently located at other various departments throughout the State of California, may also utilize this list.

The names of successful competitors will be merged onto the eligible list in order of final score regardless of date. Eligibility expires twelve (12) months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Applicants must then retake the examination to reestablish eligibility.

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**EXAMINATION INFORMATION:**

This examination consists of the following components: **Training and Experience Evaluation – Weighted 100% of the final score**

**EXAMINATION INTERVIEWS WILL NOT BE HELD.** To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Training and Experience Evaluation.

The Training and Experience Evaluation 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 Training and Experience Evaluation rated and successful candidates will be placed on an 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. ***SUBMISSION OF THE TRAINING AND EXPERIENCE EVALUATION IS MANDATORY IN ORDER TO RECEIVE A SCORE.***

**Cut-Off Dates for this examination will be at the end of each month, as follows:**

- May 25, 2023
- July 27, 2023
- September 28, 2023
- November 30, 2023
- January 25, 2024
- March 28, 2024
- May 30, 2024

Training and Experience Evaluations submitted without a completed Examination/Employment Application (Std. 678) will be eliminated from this examination.

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**SPECIAL PERSONAL CHARACTERISTICS:**

Willingness to work irregular or unusual hours and to be subject to call as required.

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**KNOWLEDGE, SKILLS, AND ABILITIES:**

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

**Knowledge of:**

1. Problems and practices in the operation and maintenance of extensive grounds and buildings.
2. Kind, quality, and amounts and materials, supplies, tools and equipment required in maintenance and operation of fair facilities.
3. Operation and maintenance of motor equipment used in buildings and grounds maintenance.
4. Methods used in purchasing, storing, and issuing equipment and supplies.
5. Methods of heating, lighting and refrigeration.
6. Ventilating of large building.
7. Requirements, methods, and practices of common building trades and crafts.
8. Provisions of fire, safety, sanitary and building codes applicable to fair facilities.
9. Principles of effective supervision and management.
10. Sound amplification and communication requirements.
11. The division's Affirmative Action Program objectives.
12. Supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

**Ability to:**

1. Plan, organize, and direct the work of a staff of maintenance workers in maintaining a District Agricultural Association.
2. Assemble and prepare budget information, cost estimates, plans and specifications for construction and maintenance problems.
3. Read, interpret, and work from plans, drawings and specifications.
4. Determine personnel requirements for specific projects.
5. Prepare reports and correspondence.
6. Establish and maintain cooperative relations with the public of users of the fair.
7. Analyze situations accurately and take effective action.
8. Effectively contribute to the division's affirmative action objectives.

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**VETERANS' PREFERENCE:**

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. **Veterans who have achieved permanent civil service status are not eligible to receive Veterans credits.**

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (CalHR 1093) is available online at <https://www.calhr.ca.gov/Documents/CalHR-1093.pdf#search=CalHR%201093>. Additional information on veteran benefits is available at the Department of Veterans Affairs.

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**CAREER CREDITS:**

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

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**CONTACT INFORMATION:**

If you have questions concerning this examination bulletin, please contact:

22<sup>nd</sup> DAA / Del Mar Fairgrounds  
Human Resources Dept.  
2260 Jimmy Durante Blvd.  
Del Mar, CA 92014  
Phone: (858) 755-1161 Ext 2011  
E-mail: [hr@sdfair.com](mailto:hr@sdfair.com)

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**GENERAL INFORMATION:**

**Examination/Employment Applications** (Std. 678) are available at [www.jobs.ca.gov](http://www.jobs.ca.gov) and local offices of the Employment Development Department.

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

**Security and Confidentiality of Examination:** Pursuant to Government Code Section 19860. "It is unlawful for any person: (a) Willfully by himself or in cooperation with another person to defeat, deceive, or obstruct any person with respect to his right of examination, application, or employment under this part or board rule. (b) Willfully and falsely to mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified under this part or board rule, or to aid in so doing, or make any false representation concerning the same or the person examined. (c) Willfully to furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person examined, certified or to be examined or certified under this part or board rule."

Pursuant to Government Code 19681. "It is unlawful for any person: (a) To practice any deception or fraud with regard to his/her identity in connection with any examination, application, or request to be examined. (b) To obtain examination questions or other examination material except by specific authorization either before, during, or after an examination or use or purport to use any such examination questions or materials for the purpose of instructing or coaching or preparing candidates for examinations. (c) To use any unfair means to cause or attempt to cause any eligible to waive any rights obtained under this part."

**The 22<sup>nd</sup> DAA/Del Mar Fairgrounds 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.

**For an examination without a written feature** it is the candidate's responsibility to contact the 22nd DAA/Del Mar Fairgrounds Examinations at (858) 794-1089 three (3) weeks after the final filing date if candidate has not received a final notice.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**College Education:** The qualifications meeting the requirement "Equivalent to graduation from college" means satisfaction of the requirements for the bachelor's degree from an accredited, recognized institution of higher education. This means the applicant must show receipt of a bachelor's degree. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent.

**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.

**22<sup>nd</sup> DAA / DEL MAR FAIRGROUNDS**  
**TRAINING AND EXPERIENCE EVALUATION FOR**  
**MAINTENANCE AND OPERATIONS SUPERVISOR II, DISTRICT FAIRS**

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The 22nd DAA / Del Mar Fairgrounds **Maintenance and Operations Supervisor II, District Fairs** examination is being administered on a service wide, open continuous basis. This examination will consist solely of this Training and Experience Evaluation.

The Training and Experience Evaluation Examination is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, and experience to effectively perform the duties relative to the classification. Candidates are responsible for reading all of the material provided prior to completing the questionnaires. The information you provide will be evaluated using a predetermined rating criterion. This Training and Experience Evaluation will account for 100% of the weight of your examination for this classification. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. If successful, your name will be merged onto a list based on your final score.

Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the Training and Experience Evaluation Examination.

A "Conditions of Employment" form is included in this examination which will allow you to select the time bases you are interested in working. It is **required** that you **personally complete** this examination accurately and without assistance.

You will be evaluated based on your ability to follow directions and read, interpret, and respond appropriately to the questions in this Training and Experience Evaluation Examination. Candidates who fail to follow the instructions will be eliminated from this examination.

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**THIS AFFIRMATION MUST BE COMPLETED:**

**Government Code Section 18935:**

"The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

- j. Has intentionally attempted to practice any deception or fraud in his or her application, in his or her examination, or in securing his or her eligibility."

I hereby certify and understand that the information provided by me on this Training and Experience Evaluation is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified at any time. I also understand 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 and I may be subject to prosecution for misdemeanor or felony offenses under California Law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

Your Signature (Required): \_\_\_\_\_ DATE: \_\_\_\_\_

Print Your Name (Required): \_\_\_\_\_

Note: Your Training and Experience Evaluation will not be scored if you do not provide your name and signature.

Home and/or Cell Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

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**Submit your completed Training and Experience Evaluation Examination AND State Examination / Employment Application (Std. Form 678), include the Exam Code 3A9AA on your Std. 678, via e-mail at [hr@sdfair.com](mailto:hr@sdfair.com).**

Your completed Training and Experience Evaluation AND State Applications (td. 678) must include your original signature and date.

**You may also mail, use parcel deliver, or courier service to:**

22<sup>nd</sup> DAA / Del Mar Fairgrounds  
Human Resources Dept., Attention: Exams 3A9AA  
2260 Jimmy Durante Boulevard  
Del Mar, CA 92014

**GENERAL INSTRUCTIONS**

**MAINTENANCE AND OPERATIONS SUPERVISOR II, DISTRICT FAIRS**

**READ INSTRUCTIONS CAREFULLY**

**Do not attach any additional documents** to this Training and Experience Evaluation or send any forms/documents in advance.

This process is the entire examination for the above classification(s). Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a lower score.

1. Additional instructions are provided on the following pages.
2. If successful, your name will be placed on separate eligible lists for the classification(s) listed above.
3. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for Maintenance and Operations Supervisor II, District Fairs. You must ensure you have addressed each of the following areas:

- Affirmation Statement (page 1)
- General Instructions (page 2)
- Prior State Employment Information (page 3)
- Conditions of Employment (pages 4)
- Minimum Qualifications (page 5)
- Job Requirements (page 5)
- **Section I** ~ Maintenance and Operations Supervisor II, District Fairs - *Work Experience* (Pages 5 – 10)
- **Section II** ~ Maintenance and Operations Supervisor II, District Fairs - *Knowledge Assessment* (pages 11 – 12)

**YOUR RESPONSES ARE SUBJECT TO VERIFICATION**

Please keep in mind that all information provided on this Training and Experience Evaluation 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 certification list(s)
- Loss of State employment
- Loss of rights to compete in any future State examinations

**22<sup>ND</sup> DAA / DEL MAR FAIRGROUNDS**

Maintenance and Operations Supervisor II, District Fairs  
Exam Code: 3A9AA

**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 question.

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>

**AVAILABLE POSITIONS ARE LOCATED  
AT THE DEL MAR FAIRGROUNDS (SAN DIEGO COUNTY)  
AND IN OTHER VARIOUS COUNTIES THROUGHOUT CALIFORNIA**

After list release, please notify the 22ND DAA / Del Mar Fairgrounds promptly of any address changes or availability for employment at the following address:

22<sup>nd</sup> DAA / Del Mar Fairgrounds  
Human Resources Dept / Exams  
2260 Jimmy Durante Boulevard  
Del Mar, CA 92014

**CONDITIONS OF EMPLOYMENT FORM FOR LISTINGS**

**PLEASE MARK THE APPROPRIATE BOX(S) OF YOUR CHOICE.**

If you are successful in this examination(s), your name will be placed on an active employment list.

**TYPE OF APPOINTMENT YOU WILL ACCEPT**

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

(D) Permanent Full-Time       (R) Permanent Intermittent       (K) Limited-Term Full-Time       (A) Any

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.

**22<sup>ND</sup> DAA / DEL MAR FAIRGROUNDS**

Maintenance and Operations Supervisor II, District Fairs  
Exam Code: 3A9AA

**MINIMUM QUALIFICATIONS**

**Maintenance and Operations Supervisor II, District Fairs**

**Either I**

One year of experience in California state service performing the duties of a Maintenance and Operations Supervisor I, District Fairs.

**Or II**

Two years of experience in California State service performing the duties of a Senior Maintenance Worker, District Fairs.

**Or III**

Four years of increasingly responsible experience performing a wide variety of skilled maintenance and repair functions, two years of which shall have been in a supervisory capacity over a staff performing maintenance and repair work of grounds and facilities.

**JOB REQUIREMENTS**

The following are job requirements. Please respond to each question by marking the appropriate box. If you are unwilling or unable to comply with any of the following job requirements, it will be grounds for elimination from the examination process.

1. Are you willing to embrace and demonstrates our values which consist of: FUN; A+ Quality; Integrity; Respect; and Service (FAIRS)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are you willing to report unethical and/or illegal behavior on the part of departmental staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are you willing to interact with individuals (i.e., members of the public, contractor staff, and other agency personnel) from a wide range of cultural backgrounds while completing work tasks and assignments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are you willing to promote a positive, collaborative, and professional working environment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are you willing to provide instruction or oversight regarding departmental policies, procedures, standards, and practices to other employees, outside consultants, and/or members of the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are you willing to participate in or conduct team meetings, committees, special projects, training, etc., as required and/or assigned by your manager?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Are you willing to work in a team environment to complete assigned work tasks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Are you willing to work overtime if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Are you willing to accept constructive criticism and respond appropriately?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Are you willing to carry equipment and materials weighing up to 50 pounds?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION I  
 WORK EXPERIENCE**

		Length of Experience				
		<u>Extensive Experience</u>	<u>Moderate Experience</u>	<u>Basic Experience</u>	<u>Limited Experience</u>	<u>Minimal Experience</u>
<p><b>Note to Applicant:</b> For each of the following items listed in rows “1 through 30”, refer to the “definition of levels” scale description below and rate your level of <i>experience</i>. Place ONE “X” in the column which most accurately represents the experience you have with the following tasks (work experience).</p> <p><b>Definition of Levels:</b></p> <p><b>Extensive Experience:</b> More than moderate experience <u>performing</u> this task.</p> <p><b>Moderate Experience:</b> I have moderate experience <u>performing</u> this task.</p> <p><b>Basic Experience:</b> I have basic experience <u>performing</u> this task.</p> <p><b>Limited Experience:</b> I have limited experience <u>performing</u> this task.</p> <p><b>Minimal Experience:</b> I have minimal experience <u>performing</u> this task.</p> <p><b>NOTE:</b> Credit will not be given for items not marked.</p>						
1.	Performed duties such as supervising the construction and/or repair of buildings, structures, stairways, fences, partitions, barns, walls, and roofing.					
2.	Performed duties such as preparing estimates for work by using the contract bid process.					
3.	Performed duties such as establishing and communicating expectations to subordinate staff to ensure work was done efficiently, safely, and in a timely manner.					
4.	Performed duties such as managing projects to ensure that end products or services were delivered on schedule and within the established budget.					
5.	Performed duties such as ensuring participation in safety meetings; utilizing safety policy and procedures.					
6.	Performed duties such as, personally inspecting all contract work on the grounds to ascertain that it met the terms of the contract agreement.					
7.	Performed duties such as directing the maintenance and operation needs of the facilities.					
8.	Performed duties such as supervising in the requisition, accounting for, and storage of tools, materials, supplies, and equipment to ensure proper operation.					

**SECTION I  
 WORK EXPERIENCE**

		Length of Experience				
		Extensive Experience	Moderate Experience	Basic Experience	Limited Experience	Minimal Experience
<p><b>Note to Applicant:</b> For each of the following items listed in rows “1 through 30”, refer to the “definition of levels” scale description below and rate your level of <i>experience</i>. Place ONE “X” in the column which most accurately represents the experience you have with the following tasks (work experience).</p> <p><b>Definition of Levels:</b></p> <p><b>Extensive Experience:</b> More than moderate experience <u>performing</u> this task.</p> <p><b>Moderate Experience:</b> I have moderate experience <u>performing</u> this task.</p> <p><b>Basic Experience:</b> I have basic experience <u>performing</u> this task.</p> <p><b>Limited Experience:</b> I have limited experience <u>performing</u> this task.</p> <p><b>Minimal Experience:</b> I have minimal experience <u>performing</u> this task.</p> <p><b>NOTE:</b> Credit will not be given for items not marked.</p>						
9.	Performed duties such as directing and training the staff on the operation and maintenance of motor equipment used in connection with buildings and grounds maintenance.					
10.	Performed duties such as ensuring routine inspections of buildings and equipment for fire and safety guidelines set forth by the State Fire Marshal were completed.					
11.	Performed duties such as maintaining accurate and up-to-date personnel files on employees (e.g., work attendance, disciplinary action reports, injury reports, training records, etc.) to ensure appropriate accountability and documentation.					
12.	Performed duties such as arranging for trash pick-up, sweeping, and cleaning of facilities, in addition to the daily maintenance of the grounds.					
13.	Performed duties such as communicating and coordinating facility activities with governmental agencies, law enforcement, health and safety officials, fire inspectors, building inspectors, local, state, and federal agencies; ensuring compliance.					
14.	Performed duties such as resolving verbal conflicts (e.g., disagreements/disputes, personnel issues) using interpersonal, mediation and facilitation to achieve and maintain a cohesive, productive work environment in accordance with departmental policies and procedures and took disciplinary action where applicable.					

**SECTION I  
 WORK EXPERIENCE**

		Length of Experience				
		Extensive Experience	Moderate Experience	Basic Experience	Limited Experience	Minimal Experience
<p><b>Note to Applicant:</b> For each of the following items listed in rows “1 through 30”, refer to the “definition of levels” scale description below and rate your level of <i>experience</i>. Place ONE “X” in the column which most accurately represents the experience you have with the following tasks (work experience).</p> <p><b>Definition of Levels:</b></p> <p><b>Extensive Experience:</b> More than moderate experience <u>performing</u> this task.</p> <p><b>Moderate Experience:</b> I have moderate experience <u>performing</u> this task.</p> <p><b>Basic Experience:</b> I have basic experience <u>performing</u> this task.</p> <p><b>Limited Experience:</b> I have limited experience <u>performing</u> this task.</p> <p><b>Minimal Experience:</b> I have minimal experience <u>performing</u> this task.</p> <p><b>NOTE:</b> Credit will not be given for items not marked.</p>						
15.	Performed duties such as ensuring and maintaining the safety and security of work areas and materials in the performance of daily activities to prevent injuries and damage to property.					
16.	Performed duties such as delegation/prioritization of assignments and work orders to employees engaged in the operation, installation, maintenance, and alteration of maintenance systems to ensure proper completion of work assignments.					
17.	Performed duties such as preparing pre-event and post-event reports as necessary to ensure proper tracking of results.					
18.	Performed duties such as utilizing personal knowledge to prepare time projections, schedules, specifications, task requirements, preliminary estimates and material lists for in-house construction projects to ensure a professional completion.					
19.	Performed duties such as working with contractors to ensure the timely completion of their specific projects utilizing various scheduling methods.					
20.	Performed duties such as working with state, federal, county, and other governing agencies to ensure compliance with all rules and regulations.					
21.	Performed duties such as utilizing available data to assemble, prepare and assist in the compiling of budgets ensuring the best possible outcome.					

**SECTION I  
 WORK EXPERIENCE**

		Length of Experience				
		Extensive Experience	Moderate Experience	Basic Experience	Limited Experience	Minimal Experience
<p><b>Note to Applicant:</b> For each of the following items listed in rows “1 through 30”, refer to the “definition of levels” scale description below and rate your level of <i>experience</i>. Place ONE “X” in the column which most accurately represents the experience you have with the following tasks (work experience).</p> <p><b>Definition of Levels:</b></p> <p><b>Extensive Experience:</b> More than moderate experience <u>performing</u> this task.</p> <p><b>Moderate Experience:</b> I have moderate experience <u>performing</u> this task.</p> <p><b>Basic Experience:</b> I have basic experience <u>performing</u> this task.</p> <p><b>Limited Experience:</b> I have limited experience <u>performing</u> this task.</p> <p><b>Minimal Experience:</b> I have minimal experience <u>performing</u> this task.</p> <p><b>NOTE:</b> Credit will not be given for items not marked.</p>						
22.	Performed regular and consistent upward communication to Senior Leadership about state of facilities, problems, concerns, and status of projects to ensure awareness of situations using communication skills on an on-going basis.					
23.	Performed duties such as utilizing various methods maintaining an inventory of equipment, materials, and supplies.					
24.	Performed duties such as using management and communication skills ensuring work is completed safely, timely and on budget utilizing proper tools and equipment.					
25.	Performed duties such as developing policies and procedures to ensure the effective operation and a safe work environment using existing laws, rules, and regulations.					
26.	Performed duties such as creating and implementing appropriate management tools to facilitate the monitoring of the performance of contractors, consultants, and vendors to ensure the desired level of service is provided using management skills and observation.					
27.	Performed duties such as utilizing basic computer skills also communicating verbally and in writing to ensure proper communication.					
28.	Performed duties such as reviewing and reacting to company, department, and event work orders, e-mails and other correspondence ensuring all tasks are completed.					

**SECTION I  
 WORK EXPERIENCE**

		Length of Experience				
		Extensive Experience	Moderate Experience	Basic Experience	Limited Experience	Minimal Experience
<p><b>Note to Applicant:</b> For each of the following items listed in rows “1 through 30”, refer to the “definition of levels” scale description below and rate your level of <i>experience</i>. Place ONE “X” in the column which most accurately represents the experience you have with the following tasks (work experience).</p> <p><b>Definition of Levels:</b></p> <p><b>Extensive Experience:</b> More than moderate experience <u>performing</u> this task.</p> <p><b>Moderate Experience:</b> I have moderate experience <u>performing</u> this task.</p> <p><b>Basic Experience:</b> I have basic experience <u>performing</u> this task.</p> <p><b>Limited Experience:</b> I have limited experience <u>performing</u> this task.</p> <p><b>Minimal Experience:</b> I have minimal experience <u>performing</u> this task.</p> <p><b>NOTE:</b> Credit will not be given for items not marked.</p>						
29.	Performed duties such as delegating work assignments to subordinate staff of semi-skilled workers (i.e., carpenters, painters, plumbers, electricians, mechanics, and building maintenance workers, etc.) to ensure budgets and timeline are kept in line with project estimates and that the work is performed.					
30.	Performed duties such as preparing preliminary cost estimates for work to be done for approval by upper management.					

**SECTION II**  
**KNOWLEDGE ASSESSMENT**

		Level of Knowledge			
		Extensive Knowledge	Moderate Knowledge	Basic Knowledge	Limited Knowledge
<p><b>Note to Applicant:</b> For each of the following items listed in rows “31 through 40”, please refer to the “definition of levels” scale given below and rate your level of <i>knowledge</i>. Place ONE “X” in the column which most accurately represents the experience you have with the following knowledges.</p> <p><b>Definition of Levels:</b></p> <p><b>Extensive Knowledge:</b> I possess an <i>expert knowledge level</i> to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations and I have instructed others on specific aspects of this knowledge.</p> <p><b>Moderate Knowledge:</b> I possess a <i>sufficient knowledge level</i> that has allowed me to perform tasks related to this knowledge successfully and I have applied it to an actual job.</p> <p><b>Basic Knowledge:</b> I possess <i>some knowledge but may require additional instruction</i> to apply this knowledge effectively.</p> <p><b>Limited Knowledge:</b> I possess <i>little or no education or training relevant</i> to this knowledge.</p> <p><b>NOTE:</b> Credit will not be given for items not marked.</p>					
31	Comprehensive knowledge of the potential problems and practices in the operation and maintenance of extensive grounds and buildings.				
32	Comprehensive knowledge of the kinds, quality and amounts of tools, equipment, and supplies needed for proper facility and ground operation.				
33	Comprehensive knowledge of the building codes, safety codes, fire provisions applicable to event facilities.				
34	Comprehensive knowledge of reading and interpreting work from plans, drawings, blueprints, and other specifications.				
35	Comprehensive knowledge to determine the personnel required for completion of specific projects and general maintenance of the facilities.				
36	Comprehensive knowledge of the methods for heating, lighting, refrigeration, and ventilation of large buildings.				
37	Comprehensive knowledge of and the ability to prepare budget information, cost estimates, plans, and specification for construction.				

**SECTION II  
 KNOWLEDGE ASSESSMENT**

		Level of Knowledge			
		Extensive Knowledge	Moderate Knowledge	Basic	Limited
<p><b>Note to Applicant:</b> For each of the following items listed in rows “31 through 40”, please refer to the “definition of levels” scale given below and rate your level of <i>knowledge</i>. Place ONE “X” in the column which most accurately represents the experience you have with the following knowledges.</p> <p><b>Definition of Levels:</b></p> <p><b>Extensive</b> Knowledge: I possess an <i>expert knowledge level</i> to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations and I have instructed others on specific aspects of this knowledge.</p> <p><b>Moderate</b> Knowledge: I possess a <i>sufficient knowledge level</i> that has allowed me to perform tasks related to this knowledge successfully and I have applied it to an actual job.</p> <p><b>Basic</b> Knowledge: I possess <i>some knowledge but may require additional instruction</i> to apply this knowledge effectively.</p> <p><b>Limited</b> Knowledge: I possess <i>little or no education or training relevant</i> to this knowledge.</p> <p><b>NOTE:</b> Credit will not be given for items not marked.</p>					
38	Comprehensive knowledge of the Manager’s role in the Americans with Disabilities Act (ADA) program as it relates to building codes and specifications for proper access.				
39	Comprehensive knowledge of collective bargaining agreements to ensure compliance while supervising represented employees.				
40	Comprehensive knowledge of report writing and all forms of written and verbal communication to convey status of work projects and updates on assignments.				

**THIS CONCLUDES THE  
TRAINING AND EXPERIENCE EVALUATION  
FOR  
MAINTENANCE AND OPERATIONS SUPERVISOR II, DISTRICT FAIRS**

Please refer to page one for mailing instructions



# State of California Application Instructions

Read the following instructions carefully before completing this application. Please complete the application on a computer or print in ink. All questions **must** be answered completely and accurately, except as noted. You may be disqualified for any false or misleading statements or for omitting information. The information you furnish will be used to apply for a job, determine your eligibility and/or may be the basis for arriving at your final rating in an examination. During the course of an examination, you may be requested to provide additional information regarding your qualifications, your preference regarding work location, shifts, etc.

**Social Security Number (SSN)** – Providing this is voluntary in accordance with the Privacy Act of 1974 (PL 93-579). However, a SSN may be needed to process your application when granting items such as Veterans' Preference, Limited Examination and Appointment Program (LEAP), Career Credits, and/or confirming list eligibility.

**Examination(s) or Job Title(s)** – Provide the title of the position listed on the announcement.

**Question 2** – Must be answered by all applicants. You must answer "Yes" if you have ever, because of poor performance or misconduct, been fired, dismissed, or terminated from a job, or had an employment contract terminated. Applicants who have been rejected during a probationary period, or whose dismissals or terminations have been overturned, withdrawn (unilaterally or as part of a settlement agreement) or revoked need not answer "Yes." Explain any "Yes" answers in the Explanations section. Briefly describe the facts, findings, any action taken against you, and the circumstances under which you left the position.

In completing this application, you do not need to answer "Yes" to Question 2 if:

you have been rejected during a probationary period;  
your employer withdrew the firing, dismissal, termination, or contract termination (either voluntarily or as part of a settlement); or  
a court or administrative agency overturned or revoked the firing, dismissal, termination, or contract termination.

If asked about past employment history by a prospective employer during the hiring process or probationary period, applicants are required to tell the truth regarding any firing, dismissal, termination, contract termination or rejection during probationary period, whether or not the action was overturned, revoked, or withdrawn (either voluntarily by the employer or, as part of a settlement agreement). Applicants are also required to provide factually correct information in the Employment History section of the application.

**Question 3** – Must be answered by all applicants. Government Code section 18720.45 requires applicants for state employment to disclose on their application form whether they have entered into any agreement(s) with the state in which the applicant agreed to refrain from seeking or accepting any subsequent employment with the state. You must answer "Yes" to this question if you have ever entered into a written agreement with any department, agency, commission, board,

state employer, or other governmental unit within California state civil service, where one of the terms of the agreement provided that you agreed not to seek or accept subsequent employment with the state or any state agency. A state agency includes any department, agency, commission, board, state employer, or other governmental unit within the California state civil service, but does not include the California State University.

**Question 4** – Must be answered by all applicants. Government Code section 18720.45 requires applicants for state employment to disclose on their application form whether they have entered into any agreement(s) with the state in which the applicant agreed to refrain from seeking or accepting any subsequent employment with the state. You must answer "yes" to this question if you have ever entered into a written agreement with any department, agency, commission, board, state employer, or other governmental unit within the California state civil service, involving an adverse action, rejection on probation, or AWOL termination where one of the terms of the agreement provided that you agreed not to seek or accept subsequent employment with a particular state agency. A state agency includes any department, agency, commission, board, state employer, or other governmental unit within the California state civil service, but does not include the California State University. If you answer "Yes" to this question, please provide the name of the particular agency and the details in the Explanations section.

**Question 10** – If you checked "Yes" and you are not able to attach the Accommodation Request form, you will be contacted via telephone or mail to make specific arrangements.

**Explanations** – Use this section to explain the details of any response that requires additional information. Be thorough, and attach additional sheet(s) if needed.

**Applicant's Signature** – Your signature and the date signed is required. If the hard copy application is not signed, it may be rejected. Electronic submission of your application through a CalCareer Account certifies your application in place of a signature and date signed.

**Education** – You must include a complete record of your training and educational background. Please read the requirements of the examination bulletin for any specific educational requirements. If more space is needed, you may attach additional documentation.

**Licenses** – If the examination bulletin requires a specific license, professional certificate, or membership in a professional organization, list the full name of the license, certificate or organization, the license number, and the official expiration date of the document or membership.

**Employment History and Experience** – You must include a complete list of your paid and/or volunteer work experience **that relates to the qualification requirements specified on the examination bulletin**. List all relevant jobs during the past 10 years, regardless of duration, including part-time and military service. You should also list volunteer experience and jobs if they directly relate to the job for which you are applying. **State employees must list the specific departments for which they worked and indicate the specific civil service class title(s) held.**

**Requesting Veterans' Preference** – If you have not previously applied and been approved for Veterans' Preference, you must complete and submit the Veterans'

Preference Form, CALHR-1093 to the California Department of Human Resources.

**Equal Employment Opportunity Page** – Providing this information is voluntary. This data is only to be used for statistical purposes in evaluating the extent to which the state is complying with state and federal equal employment opportunity and non-discrimination requirements.

**NOTE:** Your completed application and other examination related information submitted to the department administering this examination becomes confidential information and the property of the State of California as provided by Government Code section 18934. This application and other confidential information **will not be returned**; therefore, it is recommended that you keep a copy of your completed application for your records. Your rights to inspect your examination papers are set forth in Title 2, section 186 -189 of the California Code of Regulations, which can be accessed at Office of Administrative Law website at: [oal.ca.gov](http://oal.ca.gov).

## Information About Disability

**Physical disability** includes but is not limited to having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that affects one or more of several body systems and limits a major life activity. The body systems listed include the neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine systems. A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity, such as working, if it makes the achievement of the major life activity difficult.

**Mental disability** includes but is not limited to having any mental or psychological disorder or condition, such as intellectual or cognitive disability, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity, or having any other mental or psychological disorder or condition that requires special education or related services.

**Major life activities** are defined broadly and include physical, mental, and social activities, including but not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. Major life activities include the operation of major bodily functions, including functions of the immune system, special sense organs and skin, normal cell growth, digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions.

**Major bodily functions** include the operation of an individual organ within a body system.

**An impairment** "limits" a major life activity if it makes the achievement of the major life activity difficult.

**Medical condition** is defined as any health impairment related to or associated with a diagnosis of cancer or a record or history of cancer, or a genetic characteristic.

**Genetic characteristic** is defined as any scientifically or medically identifiable gene or chromosome or an inherited characteristic that could statistically lead to increased development of a disease or disorder.

California Code of Regulations, Title 2, section 11065.

# State of California Application

PRINT OR TYPE

APPLICANT'S NAME (Last) _____ (First) _____ (M.I.) _____			CALCAREER ID _____	
MAILING ADDRESS (Number) _____ (Street) _____ (Apt #) _____			SOCIAL SECURITY NUMBER (Exams Only) _____	
(City) _____	(County) _____	(State) _____	(Zip Code) _____	
E-MAIL ADDRESS _____	1st TELEPHONE NUMBER _____	Work Home Other _____	2nd TELEPHONE NUMBER _____	Work Home Other _____

EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING _____	<b>PERSONNEL USE ONLY</b>
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### STANDARD EMPLOYMENT QUESTIONS

1. Are you now employed by the State of California? If "Yes," fill in the information below.  Yes  No  
 Department: \_\_\_\_\_ Subdivision: \_\_\_\_\_
2. Have you ever been fired, dismissed, terminated, or had an employment contract terminated from any position for performance or for disciplinary reasons? If "Yes," give details in the "Explanation" section below and refer to the instructions page for further information.  Yes  No
3. Have you ever entered into any written agreement with a state agency in which you agreed not to seek or accept subsequent employment with the state or any state agency?  Yes  No
4. Have you ever entered into any written agreement with a state agency involving an adverse action, rejection on probation, or AWOL termination, in which you agreed not to seek or accept subsequent employment with a particular state agency?  Yes  No
5. In addition to English, list any other languages you are fluent in:
  - a. Verbal fluency in \_\_\_\_\_
  - b. Written fluency in \_\_\_\_\_

### ANSWER THE FOLLOWING QUESTIONS ONLY IF THE EXAM BULLETIN OR JOB POSTING REQUIRES THE INFORMATION

6. For typing applicants only: I certify I can type at a speed of \_\_\_\_\_ words per minute.
7. Do you meet the minimum and/or maximum age requirements?  Yes  No
8. Do you possess a valid California Driver License? If "Yes," fill in the information below.  Yes  No  
 License #: \_\_\_\_\_ Class: \_\_\_\_\_ Restrictions: \_\_\_\_\_

### ANSWER THE FOLLOWING QUESTIONS IF APPLYING TO TAKE AN EXAMINATION

9. Enter your preferred county to take the examination, if different from your county of residence: \_\_\_\_\_
10. Do you need an accommodation to take an examination or assessment? If "Yes," complete the Accommodation form.  Yes  No

**NOTE:** If you are a veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, you may qualify for Veterans' Preference. For information regarding Veterans' Preference see [www.calcareers.ca.gov](http://www.calcareers.ca.gov) or [www.calvet.ca.gov](http://www.calvet.ca.gov).

**EXPLANATIONS:** Provide details of any response that requires additional information.

### CERTIFICATION – IMPORTANT – READ BEFORE SIGNING – YOUR SIGNATURE IS REQUIRED FOR HARD COPY SUBMISSION

I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the State of California. I authorize the employers and educational institutions identified on this application to release any information they may have concerning my employment or education to the State of California.

APPLICANT'S SIGNATURE _____	DATE SIGNED _____																														
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">Classes</td> <td style="width:10%;">01</td> <td style="width:10%;">02</td> <td style="width:10%;">03</td> <td style="width:10%;">04</td> <td style="width:10%;">05</td> <td style="width:10%;">06</td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> </tr> <tr> <td>WC for Series/Levels</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>RC/Flag for Series/Levels</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	Classes	01	02	03	04	05	06				WC for Series/Levels										RC/Flag for Series/Levels										<p><b>APPLICANTS – DO NOT USE THE SPACE BELOW – FOR PERSONNEL USE ONLY</b></p> <p>Flags _____</p> <p>WC _____</p>
Classes	01	02	03	04	05	06																									
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CODES

EDUCATION	OTHER
STAFF	DATE PROCESSED



**EXAMINATION / EMPLOYMENT APPLICATION**

APPLICANT'S NAME (Last)	(First)	(M.I.)	CALCAREER ID
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FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		
DUTIES PERFORMED			
REASON FOR LEAVING			

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		
DUTIES PERFORMED			
REASON FOR LEAVING			

**EXAMINATION / EMPLOYMENT APPLICATION**

APPLICANT'S NAME (Last)	(First)	(M.I.)	CALCAREER ID
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FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		

DUTIES PERFORMED

REASON FOR LEAVING

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		

DUTIES PERFORMED

REASON FOR LEAVING

**EXAMINATION / EMPLOYMENT APPLICATION**

APPLICANT'S NAME (Last)	(First)	(M.I.)	CALCAREER ID
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TOTAL WORKED	ADDRESS		

DUTIES PERFORMED

REASON FOR LEAVING

## CalHR Privacy Notice on Information Collection

The California Department of Human Resources (CalHR) is committed to the privacy of your personal information. The information requested on this form may include personal information. Under the Information Practice Act of 1977, California Civil Code section 1798.17, agencies/departments that use this form to collect personal information from individuals are required to provide a privacy notice with this form. For more information, you may wish to contact the appointing authority at which you are applying to receive information regarding that appointing authority's privacy policy, and privacy notice on information collection.

### Legal Authority for Collection and Use of Information

CalHR is requesting the information specified on this form pursuant to Government Code sections 8310.5, 11019.11, 12946, 18720, 18720.1, 19233, 19234, 19705, 19790, 19792(h) and the California Code of Regulations, Title 2, sections 599.980, 11013(b).

The information collected will be used for scheduling examinations, determining your eligibility for state civil service, and contacting you. Information will also be used for statistical and analytic purposes, audit purposes and may be disclosed to the appointing authority to which you apply.

Individuals should not provide personal information that is not requested or required.

The submission of all information requested is mandatory unless otherwise noted. If you fail to provide the information requested, CalHR will not be able to determine your eligibility for state civil service employment.

### Disclosure and Sharing

CalHR does not, under any circumstance, sell your electronically collected personal information. In addition, Government Code section 11015.5 (6) prohibits CalHR and all state agencies from distributing or selling any electronically collected personal information, as defined above, about users to any third party without the written permission of the user. Any distribution of electronically collected personal information will be used solely for its intended use. However, we may share your personal information under the following circumstances:

1. To other state departments and third party vendors for administering our human resource responsibilities as required by law;
2. You give us permission and we have your consent; and/or
3. We may release information to a party with a legal authority, such as a subpoena.

### Department Privacy Policy

The information collected by CalHR is subject to the limitations in the Information Practices Act of 1977 and state policy. For more information on how we care for your personal information, please read our Privacy Policy at <http://calhr.ca.gov/pages/privacy-policy.aspx>.

### Access to Your Information

You can view your personal information through your CalCareer account. If you have questions regarding your CalCareer account, you may contact the CalHR Selection Division.

CalHR Selection Division  
1515 S Street, Room, 500N  
Sacramento, CA 95811  
866-844-8671

## EQUAL EMPLOYMENT OPPORTUNITY

**APPLICANT:** This data assists the State of California in its commitment to equal employment opportunity. Applicants are asked to voluntarily provide the information below. This questionnaire will be separated from the application and will not be used in any employment decisions. This data will be used for statistical data gathering and reporting purposes in evaluating the extent to which the state is complying with state and federal equal employment opportunity and non-discrimination requirements.

SOCIAL SECURITY NUMBER	AGE <input type="checkbox"/> Under 21 (1) <input type="checkbox"/> 21-39 (3) <input type="checkbox"/> 40-69 (6) <input type="checkbox"/> 70 and Over (7)	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female
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### RACE AND ETHNICITY

Check one or more boxes that best describe your race or ethnicity.

<input type="checkbox"/> <b>BLACK or AFRICAN AMERICAN</b> (F) <input type="checkbox"/> <b>AMERICAN INDIAN or ALASKA NATIVE</b> (H) <input type="checkbox"/> <b>HISPANIC or LATINO</b> (D) <input type="checkbox"/> <b>WHITE</b> (E)	<b>ASIAN</b> <input type="checkbox"/> Indian (M) <input type="checkbox"/> Cambodian (U) <input type="checkbox"/> Chinese (J) <input type="checkbox"/> Filipino (G) <input type="checkbox"/> Japanese (I) <input type="checkbox"/> Korean (K) <input type="checkbox"/> Laotian (V) <input type="checkbox"/> Vietnamese (L) <input type="checkbox"/> Other Asian (S)	<b>PACIFIC ISLANDER</b> <input type="checkbox"/> Guamanian (R) <input type="checkbox"/> Hawaiian (P) <input type="checkbox"/> Samoan (Q) <input type="checkbox"/> Other Pacific Islander (T)
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I choose not to identify.

### DISABILITY

A person with a disability is an individual who:

- has a physical or mental impairment or medical condition that limits one or more life activities, such as walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself or working;
- has a record or history of such impairment or medical condition; or
- is regarded as having such an impairment or medical condition.

Please refer to the instructions for more information regarding how disability is defined under the law.

Yes, I have a disability                       No, I do not have a disability

### MILITARY

Have you ever served in the United States military? Please check the appropriate box below.

Yes, I have served in the military                       No, I have not served in the military

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### AUTHORITIES

Government Code sections 8310.5, 11019.11, 12946, 19233, 19234, 19705, 19790, 19792(h) and California Code of Regulations, Title 2, sections 599.980, 11013(b) authorize the State of California to collect demographic information on job applicants and exam participants for analysis and statistical purposes.

**Thank You For Completing This Questionnaire**