



Custodian Supervisor II

Departmental Promotional Exam

Exam ID: 8ED55

Department(s): Department of Education

Bulletin Release Date: 08/14/18

Final Filing Date: 09/11/18

Salary: Monthly Ranged Salary - \$2,920.00 to \$3,660.00

Employment Type:

- Permanent Full-time
- Permanent Part-time
- Permanent Intermittent
- Limited Term Full-time
- Limited Term Part-time
- Limited Term Intermittent

Exam Type: Spot Exam

Location(s):

- Alameda County
- Riverside County

Introduction

Actual testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

Who Should Apply

This is a Departmental Promotional examination for the Department of Education.

Applicants must have a permanent civil service appointment with the Department of Education as of the final filing date in order to participate in the examination; or

Applicants must have been employed with the Department of Education within the last three years, without a break in State civil service; or

Must be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or

Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

Filing Instructions

To apply for this examination you must submit an Examination/Employment Application (STD. 678). To obtain a copy of the STD 678 application go to the California Department of Education Exam Bulletin web page:
<http://www.cde.ca.gov/re/di/jb/ssoexam.asp>.

STD 678 applications must be received or postmarked no later than the final filing date. Dates printed on Mobile Bar Codes, such as Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. Faxed or emailed applications will not be accepted.

The examination title must be indicated on the application.

File by mail or in person:

**California Department of Education
Selection Services Office
1430 N Street, Room 1802
Sacramento, CA 95814-5901**

Special Testing Arrangements

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY device. Users may contact the California Relay Service TTY line at 1-800-735-2929, voice line at 1-800-735-2922 or 7-1-1 (TTY and voice).

Minimum Qualifications

Either I

One year of experience in the California state service performing the duties of a Lead Custodian. or

Two years of experience in the California state service performing the duties of a Custodian.

Or II

Experience: Three years of experience in janitorial work, two years of which must have been in a supervisory capacity over other employees and with responsibility for the janitorial work in an office or similar building. and

Education: Equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Position Description

Under direction, to plan, organize, supervise, and assist with the cleaning and janitorial work of a group of Custodians in a medium-sized office building or an area of comparable size; may instruct, lead, and to do other related work.

Examination Scope

This examination will consist of a Modified Qualification Appraisal Panel (QAP) weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Accepted candidates will participate in the **examination using a computer to type their responses.** The examination will consist of **patterned questions with set responses, not multiple choice questions.**

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

Knowledge of:

1. Methods, materials, chemicals, disinfectants, and equipment used in the maintenance of building interiors and/or exteriors.
2. Sanitation and safety measures in the operating, cleaning, and care of equipment and work areas used in the maintenance of building interiors and/or exteriors.
3. The use of procurement documents for custodial supplies and equipment used for the maintenance of building interiors and/or exteriors.
4. Recycling methods and/or products utilized in the maintenance of building interiors and/or exteriors.
5. Personal computer hardware and/or software products to communicate effectively.
6. State laws, rules and regulations governing the purchase of custodial materials, tools and equipment in order to effectively procure needed items.
7. Effective supervision in order to facilitate completion of custodial assignments and/or performance evaluations.
8. The supervisor's role in the Equal Employment Opportunity Program in order to meet equal employment opportunity objectives of the department.
9. Custodial training techniques in order to effectively educate staff.
10. Operating a motor vehicle for transporting materials, tools, equipment and/or personnel.
11. Math in order to calculate material quantities for estimating and purchasing purposes.

Skill in:

1. The proper use and/or application of various cleaning solutions (i.e., polishes, disinfectants, stain removers, degreasers, window cleaners, etc.) in the maintenance of building interiors and/or exteriors.
2. The proper use of manual and/or electric cleaning equipment (i.e., vacuums, buffers, polishers, waxers, pressure washers, blowers, etc.).
3. The proper use of various cleaning tools (i.e., scrapers, scrub brushes, mops, buckets, sponges, untreated cloths, rubber gloves, safety goggles, aprons, etc.).
4. The proper use of hauling tools and equipment (i.e., dollies, hand trucks, and/or pallet jack, flat bed, etc.).
5. Safely operating cars, trucks, small utility vehicles, vans, and/or pallet jacks.
6. Loading materials (i.e., cleaning supplies, trash receptacles, recycling materials, paper waste, etc.) on and off vehicles.
7. Effective communication (written/verbally/listening) for the purpose of disseminating, sharing and receiving information and to establish and maintain the respect and cooperation of others.
8. Promoting positive, collaborative, professional working relationships.

9. Accurately calculating material quantities for estimating and purchasing purposes.
10. Safe operation of a motor vehicle for transporting of materials, tools, equipment and/or personnel.

Ability to:

1. Plan, organize, direct and/or evaluate the work of other custodians in order to ensure that maintenance projects are completed within scheduled timeframes.
2. Identify, analyze and resolve complex issues as it relates to custodial functions.
3. Facilitate various meetings to provide information and elicit action needed to resolve custodial activities.
4. Plan, organize, prioritize and/or manage multiple tasks as it relates to the operation and administration of the assigned area and/or large complex projects.
5. Keep accurate inventories and/or submit requisitions to the purchasing authority.
6. Analyze situations accurately and adopt an effective course of action in the maintenance of building interiors and/or exteriors.
7. Communicate effectively (e.g., verbal, written) in order to effectively perform supervisory duties.
8. Focus attention on details in the maintenance of building interiors and/or exteriors.
9. Work independently and as a member of a team.
10. Maintain good attendance and punctuality.
11. Use a personal computer.
12. Visually evaluate and inspect the work of custodians in order to ensure compliance with building maintenance requirements.
13. Maintain and organize custodial records accurately in order to reference and access information.
14. Evaluate skill level of individuals for the purpose of employee competency and performance needs.
15. Effectively contribute to the Department's Equal Employment Opportunity objectives in order to ensure a discrimination free work environment.

Special Personal Characteristics:

1. Willingness to work weekends and/or alternate shifts.
2. Willingness to work rotating shifts (day/swing/night).
3. Willingness to work holiday work shifts in emergency situations.
4. Willingness to be flexible with assignment scheduling.
5. Willingness to adapt to new processes and/or technology.

Disclaimer

Review the official California State Personnel Board class specifications at:
<https://calcareers.ca.gov/CalHRPublic/Tools/ClassSalarySearch.aspx>.

Eligible List Information

A Departmental Promotional spot eligible list will be established for the California Department of Education at the California School for the Deaf in Fremont and

Riverside. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans' Preference

Veterans' Preference will not be granted in this examination since it does not qualify as an entrance examination under the law.

Career Credits

Career Credits will not be added to the final score of this examination.

Requirements for Admittance to the Examination

NOTE: All applicants must meet the education and/or experience requirements for this examination at the time the application is submitted. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications received without this information will be rejected. Your signature on your application indicates that the information provided is true and complete to the best of your knowledge.

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

Selection Plan

It is anticipated that the examination will be given in September/October 2018.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

Contact Information

For more information regarding this examination, please contact the exam analyst at 916.319.0857.

Equal Opportunity Employer

The California Department of Education strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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

If a candidate's notice of examination fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at <http://www.jobs.ca.gov/>, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the testing department on this job bulletin, and through your CalCareer account <https://www.jobs.ca.gov/CalHRPublic/CreateNewAccount.aspx>.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination 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 testing department 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 competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications

Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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, or 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.

Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or <http://www.spb.ca.gov/laws/laws.aspx>