



NOTICE OF EXTENSION OF FINAL FILING DATE

EXAMINATION TITLE: Mailing Machines Supervisor I

EXAMINATION ID#: 0HR22

The January 26, 2021 Final Filing Date for Mailing Machines Supervisor II examination has been extended to: **February 9, 2021.**

If you have already submitted an application (DE 678) for this **Mailing Machines Supervisor I** examination, DO NOT submit another application.

If you meet the minimum qualifications for the **Mailing Machines Supervisor I** based on the "Minimum Qualifications on page 3 of the original bulletin dated January 11, 2021, and would like to participate in this examination, please file an application following the filing instructions on page 2 of the bulletin.

If you have any questions regarding this examination, please contact Rachelle Keeler at (916) 653-2245 or Rachelle.Keeler@edd.ca.gov.



STATE OF CALIFORNIA
Franchise Tax Board



Mailing Machines Supervisor I

Exam Code: 0HR22

Departments: Employment Development Department,
State Controller's Office
Department of Motor Vehicles
Franchise Tax Board

Exam Type: Servicewide, Open
Final Filing Date: January 26, 2021

CLASSIFICATION DETAILS

Mailing Machines Supervisor I (1459) – \$3,454.00- \$4,325.00 per month

[View the <Mailing Machines Supervisor I classification specification>](#)

APPLICATION INSTRUCTIONS

Final Filing Date: January 26, 2021

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for this examination. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

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

HOW TO APPLY

Examination Applications (STD 678) are available at the California Department of Human Resource's website home page at <http://jobs.ca.gov/pdf/std678.pdf>.

For this administration, we will accept examination applications that are directly emailed to EDDE examinations@edd.ca.gov. Please include the examination title **Mailing Machines Supervisor I (MMS I)** in the subject line. If you are unable to email your application, you can submit your application via one of the following methods: by U.S. mail, parcel delivery, courier service or in person, as set forth in this announcement. If you have any questions, please contact Rachelle Keeler via email at Rachelle.Keeler@edd.ca.gov, or call (916) 653-2245, for assistance.

All Examination Applications must be **POSTMARKED** no later than the final filing date in order to be considered for the examination. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 4:30 P.M. ON THE FINAL FILING DATE**. Use of EDD metered mail, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:

MAILING ADDRESS:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: **MMS I Exam**
P.O. Box 826880
Sacramento, CA 94280-0001

FILE IN-PERSON ADDRESS:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: **MMS I Exam**
751 N Street, 6th Floor Solar Building
Sacramento, CA 95814

NOTE: All applicants **MUST** provide a current, valid email address on their application. The Qualifications Assessment (QA) examination link will be sent to the email address provided. Failure to provide a current and valid email address may result in non-receipt of examination information, in a timely manner, which could result in disqualification from the examination. All examination notifications (except the QA link) will be sent by mail.

NOTE: Applications submitted for this examinations via USPS, hand delivery or email, **MUST** have an original signature. E-signatures will be accepted.

Applications must also contain the following information: "to" and "from" dates (month/day/year) of employment, time base, civil service class title(s), and range, if applicable. In addition, college course information **MUST** include: title, semester or quarter

HOW TO APPLY CONTINUED

credits, name of institution, completion dates, and degree (if applicable). Applications received without the information indicated above may be rejected.

SPECIAL TESTING ARRANGEMENTS

If you need an accessible test location, an interpreter, or other special testing arrangements because of a disabling condition or your religious beliefs, please complete question 2 and/or 3 on page 1 of the Examination Application (STD 678). You will be contacted and necessary arrangements will be made.

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.

MAILING MACHINES SUPERVISOR I

Either I

One year of experience in the California state service performing the duties of a Mailing Machines Operator I, Range B, or Mailing Machines Operator II.

Or II

Three years of varied experience in the operation of mailing machines in a large volume mailing operation. (Experience in the California state service must include one year of experience performing the duties of a Mailing Machines Operator I, Range B, or a Mailing Machines Operator II.)

SPECIAL PERSONAL CHARACTERISTICS

A mechanical aptitude and interest in machinery; neatness; orderliness; alertness; manual dexterity; a willingness to follow a prescribed routine; ability to stand for long periods of time and work in noisy surroundings, and good eyesight.

POSITION DESCRIPTION

MAILING MACHINES SUPERVISOR I

Under general supervision, incumbents are responsible for supervising, planning, coordinating, and directing subordinate clerical staff in a large volume mailing operation unit in processing of outgoing United States and other carrier mail. Incumbents typically supervise from 5-15 subordinate clerical employees including at least 3 Mailing Machines Operators.

EXAMINATION SCOPE

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 job demands, each applicant's:

Knowledge of:

1. Postal regulations related to postage
2. Types of mail
3. Zip code sorting techniques
4. The operation and maintenance of mailing machines and related equipment
5. The capabilities of various mailing machines and related equipment and their application to various job requests
6. Procedures of various United States and other carriers, and current rates in relation to various job requests
7. Current development in methods, materials and equipment
8. Principles and techniques of effective supervision
9. The Department's Affirmative Action Program objectives
10. A supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to:

1. Carry out oral and written directions
2. Learn rapidly the operating details of mailing machines and related equipment
3. Operate, adjust and maintain equipment in good operating condition
4. Meet deadlines
5. Read and write at a level required for successful job performance
6. Maintain records
7. Work well with others
8. Repair various mailing machines and related equipment
9. Provide direction, train, and supervise small groups of employees
10. Analyze situations and adopt an effective course of action
11. Estimate costs
12. Maintain records and write reports
13. Effectively contribute to the Department's affirmative action objectives

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Mailing Machines Supervisor I classification will be established for the 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 **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, 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.

CAREER CREDITS

This is an open examination. Career Credits do not apply and will not be added to the final score of this examination.

EXAMINATION INFORMATION

This examination will consist of a **Qualifications Assessment weighted 100%**. In order to obtain a position on the eligible list, a minimum rating of **70% must be attained**.

QUALIFICATIONS ASSESSMENT – WEIGHTED 100%

It is anticipated that candidates who meet the minimum qualifications for this examination will be sent an email the **week of February 15, 2021** to the email address provided on their application. The email will contain the instructions and the link to complete the online Qualifications Assessment (QA) examination. **PLEASE NOTE:** Candidates will have 7 calendar days to complete the QA from the date emailed. The QA **will not** be accessible after 5:00pm on the 7th day.

It is the candidate's responsibility to contact the Human Resource Services Division at EDDExaminations@edd.ca.gov if they have not received an email with the QA link **by February 18, 2021**. Please monitor your email account's SPAM, Junk, Bulk, etc. folder(s) as the examination email may be filtered depending on your specific account settings.

COMPETITORS WHO DO NOT COMPLETE THE QUALIFICATIONS ASSESSMENT OR DO NOT SUBMIT IT BY THE DUE DATE WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.

TESTING DEPARTMENTS

Employment Development Department

State Controller's Office

Department of Motor Vehicles

Franchise Tax Board

CONTACT INFORMATION

The EDD encourages all potential applicants to **read this entire bulletin**. All inquiries about this examination should be directed to EDDExaminations@edd.ca.gov. Please include the examination title, **Mailing Machines Supervisor I** in the subject line. Also, you may contact the Exam Analyst, Rachelle Keeler, at (916) 653-2245.

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

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

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

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 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.