



## Warehouse Worker

Class Code: 6220 Exam Code: 2PB10

Department(s): Board of Equalization  
California Governor's Office of Emergency Services  
California Prison Industry Authority  
California State Fair  
California State Lottery  
California Technology Agency  
Department of Consumer Affairs  
Department of Education  
Department of Forestry & Fire Protection  
Department of General Services  
Department of Motor Vehicles  
Department of Parks and Recreation  
Department of Public Health  
Department of Social Services  
Department of State Hospitals  
Department of Transportation  
Department of Water Resources  
Employment Development Department  
Environmental Protection Agency  
Franchise Tax Board  
Office of Legislative Counsel  
State Compensation Insurance Fund

Opening Date: 4/12/14

Final Filing Date: Continuous

Type of Examination: Multi-Departmental Open

Monthly Salary: \$3,174.00 - 3,962.00

### EQUAL EMPLOYMENT OPPORTUNITY

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.

### WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Written Examination at any time.

Once you have taken the Written Examination, you may not retake it for 12 months.

### SPECIAL TESTING ARRANGEMENTS

If you have a disability and/or need special testing arrangements you will be able to request a reasonable accommodation during the filing and self-scheduling process.

If you have questions, please contact:

California Department of Human Resources Selection Division

1-866-844-8671

California Relay Service (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

### ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the California Department of Human Resources for use by the other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Written Examination to reestablish eligibility.

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

### MINIMUM QUALIFICATIONS

Possession of a Class C California driver license (**formerly known as Class 3**) valid for operation of any two-axle single motor vehicle and one towed vehicle (i.e., a trailer with a gross weight of 6,000 pounds or less).\* **And**

#### Either I

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

#### Or II

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

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

**Additional Desirable Qualification:** Equivalent to graduation from high school

## POSITION DESCRIPTION

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

### Positions exist throughout the State.

0100-Alameda	3700-San Diego
0400-Butte	3800-San Francisco
0700-Contra Costa	3900-San Joaquin
1000-Fresno	4000-San Luis Obispo
1900-Los Angeles	4400-Santa Cruz
2800-Napa	4500-Shasta
3000-Orange	4800-Solano
3300-Riverside	4900-Tuolumne
3400-Sacramento	5700-Yolo
3600-San Bernardino	5800-Yuba

## EXAMINATION INFORMATION

The examination will consist of a multiple choice written test weighted 100%. Candidates must attain an overall minimum score of 70% in order to be placed on the eligible list.

### Calculator Usage:

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

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

## SCOPE OF EXAMINATION

### WRITTEN TEST – WEIGHTED 100%

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, the examination has been developed to measure relative to job demands, each competitor's knowledge and abilities listed in the "Knowledge and Abilities" section.

The examination for Warehouse Worker consists of the following four test sections:

Test Section	Subject
I	Knowledge
II	Reading Comprehension
III	Verification/Filing
IV	Arithmetic Calculations

## KNOWLEDGE AND ABILITIES

### A. Knowledge of:

1. The methods and practices used in storing, shipping, packing and unpacking materials and supplies for warehouse shipments, deliveries, and storage.
2. Inventory procedures and records for warehouse materials and equipment.
3. The powered materials handling equipment (e.g., carts, forklifts, standup lifts, pallet jacks) used in receiving, storing, and shipping materials and supplies.
4. The equipment and function of forklifts for safety inspection and in receiving, shipping, storing and moving warehouse materials and supplies.

5. The manual materials handling equipment (e.g., carts, ladders, pallet jacks, dollies) used in receiving, storing, and shipping materials and supplies.
6. Basic mathematics operations (e.g., addition, subtraction, multiplication, division, percentages, order of operations) for checking, counting, shipping, and tracking materials.
7. Different units of measurement (e.g., cases, individual units) for checking, counting, shipping, and tracking material.
8. Common forms and documents used in receiving and shipping materials, supplies, and/or equipment.

**B. Ability to:**

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

### 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, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

### CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

### CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection Division

1515 S Street, North Building, Suite 400

Sacramento, CA 95811-7258

1-866 844-8671

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

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## GENERAL INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to contact the testing department three weeks after the Final Filing Date if he/she has not received his/her notice.

**If a candidate's notice** of written test fails to reach him/her 3 days prior to their scheduled appointment., he/she must contact CalHR at 1-866-844-8671.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations may be limited or extended as conditions warrant.

**Applications 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 on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The California Department of Human Resources** reserves the right to revise the examination plan to better meet the needs of the service, should 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 contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification.

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

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination

is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/Veteransinformation.aspx>, and the Department of Veterans Affairs.

**Bulletin Revision Date: 08/23/17**

## **FILING INSTRUCTIONS**

The online application filing process will consist of an online self-scheduling process. The current test schedule is as follows:

<u>Self-Scheduling Opens</u>	<u>Written Exam Date(s)</u>	<u>Location</u>
Tuesday, September 5 <sup>th</sup> , 2017 at 10 a.m.	September 30 <sup>th</sup> , 2017	Patton, CA.

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

**\*\*SEATING IS LIMITED AND THE CAPACITY OF SEATING FILLS UP VERY QUICKLY. THE ABILITY TO SCHEDULE WILL NOT BE AVAILABLE ONCE THE TEST SITE IS COMPLETELY FILLED TO CAPACITY.\*\***

## **Taking the Exam**

You must schedule yourself to participate in this written examination. Self-scheduling for this examination is offered on a first-come-first served basis for each written exam date.

Click the link below to file for the Warehouse Worker exam.

**PLEASE NOTE: If you fail to appear for the examination as scheduled, you will not be able to reapply/reschedule for 6 weeks.**

[Click here to Apply and Schedule for the Written Test for Warehouse Worker.](#)