



**MAILING MACHINES OPERATOR II  
(DEPARTMENTAL OPEN)  
9399-00101780-30487KP**

**Department(s):** State Compensation Insurance Fund  
**Opening Date:** 01/04/2016  
**Closing Date:** Continuous  
**Type of Recruitment:** Departmental Open  
**Monthly Salary Range:** \$2, 770.00 - \$3, 462.00  
**Employment Type:** Permanent Full-time  
Permanent Part-time  
Permanent Intermittent  
Limited Term Full-time  
Limited Term Part-Time  
Limited Term Intermittent  
**Exam Type:** Spot  
**Location:** Fresno and Vacaville

#### INTRODUCTION

This is a Departmental Open Spot examination for the State Compensation Insurance Fund.

#### EEO

The State of California is 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.

#### WHO SHOULD APPLY?

Applicants who meet the minimum qualifications as states below may apply for this examination at any time. **Once you have taken the examination, you may not reapply for twelve (12) months.**

#### FILING INSTRUCTIONS

**Final File Date:** Continuous

**Where to Apply:** A Standard State Application (STD 678) is required for this examination and can be submitted via the State Fund Jobs Online feature at [www.statefundca.com/careers/currentexams.asp](http://www.statefundca.com/careers/currentexams.asp).

Interested applicants must register for a State Fund Jobs Online login and password in order to complete and submit the required Standard State Application (STD 678). Applicants, who submit a State Fund Jobs Online exam application, will receive an e-mail containing a confirmation number.

**FAXED, E-MAILED, OR HARD COPY STANDARD STATE APPLICATIONS (STD 678) WILL NOT BE ACCEPTED.**

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, mark "yes" on Question #2 on the Standard State Application (STD 678) form. You will be contacted to make specific arrangements.

## ELIGIBLE LIST INFORMATION

**OPEN, MERGED** eligible lists will be established for Fresno and Vacaville. The names of successful competitors will be merged onto the eligible list in order of final scores, regardless of the test date. **Candidate's eligibility expires twelve (12) months after it is established.** Competitors must then retake the exam to re-establish eligibility.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

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

## MINIMUM QUALIFICATIONS

### EITHER I

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

### OR II

Three years of experience operating a variety of mailing machines in the processing of outgoing United States mail. (Experience in the California state service must include one year of performing the duties of a Mailing Machines Operator I, Range B.)

## POSITION DESCRIPTION

This is the mailing machine expert/specialist level in the series. Under general direction, incumbents operate on a full-time basis the most complex multi-function machinery; may also act as a lead person over a small group of Mailing Machines Operators and clericals where the size of the work unit precludes allocation of a supervisory level within this series.

## EXAMINATION INFORMATION

### TRAINING & EXPERIENCE (T&E) - WEIGHTED 100.00%

The sole component of the Mailing Machines Operator II examination will consist of a T&E Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received.

**Applicants are required to respond to the T&E questions provided on this announcement.** For each listed knowledge, skill, and ability statement within the T&E evaluation, applicants will need to provide the following:

- 1) Identify the one professional reference who can best verify the response you provide for each knowledge, skill, and ability statement (Within the T&E you will have an opportunity to pre-list up to five professional references and from this listing you will identify the one professional reference).
- 2) Identifying level of proficiency and experience rating.
- 3) Provide a brief narrative example for each knowledge, skill, and ability.

Any knowledge, skill, and ability statement missing a professional reference, level of proficiency rating, level of experience rating, or a brief narrative example will not be scored.

**All information applicants provide in this evaluation is subject to verification.**

To preview the T&E questions, [Click Here](#)

## EXAMINATION SCOPE

### TRAINING & EXPERIENCE (T&E) EVALUATION – WEIGHTED 100.00%

Rankings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

**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.

**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 condition.
4. Meet deadlines.
5. Read and write at a level required for successful job performance.
6. Maintain records.
7. Work well with others.

**VETERANS PREFERENCE**

Veterans Preference **will be** granted in this examination.

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). Information on "How to Apply for Veterans Preference" is listed below in the General Information section.

**CAREER CREDITS**

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

**CONTACT INFORMATION**

State Compensation Insurance Fund • Human Resources • Phone: 1.800.499.8668

For more information regarding this examination, visit [www.statefundca.com/careers/currentexams.asp](http://www.statefundca.com/careers/currentexams.asp)

**DISCLAIMER**

Please click on the link below to review the official California Department of Human Resources class specification: <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>.

**GENERAL INFORMATION**

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), State Personnel Board offices, local offices of the Employment Development Department and the State Compensation Insurance Fund.

**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.

**State Compensation Insurance Fund** 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.

**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, and 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, 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.

**How to Apply for Veterans Preference:** The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at <https://jobs.ca.gov/Job/VeteransInformation> and on the Application for Veterans Preference form, [CalHR-1093](#). Additional information is also available at the Department of Veterans Affairs website at [www.calvet.ca.gov](http://www.calvet.ca.gov).

## STATE COMPENSATION INSURANCE FUND OFFICES

<b>Bakersfield</b> 9801 Camino Media Bakersfield, CA 93311-1303	<b>Chatsworth</b> 9419 Mason Avenue Chatsworth, CA 91311-5204	<b>Eureka</b> 2440 Sixth Street Eureka CA 95501-0788	<b>Fresno</b> 10 River Park Place East Fresno, CA 93720-1531
<b>Greater Bay Area/Pleasanton</b> 5880 Owens Drive Pleasanton, CA 94588-3900	<b>Monterey Park</b> 900 Corporate Center Drive Monterey Park, CA 91754-7618	<b>Redding</b> 2175 Shasta View Drive Redding, CA 96003-8296	<b>Riverside</b> 6301 Day Street Riverside, CA 92507-0902
<b>Rohnert Park</b> 5900 State Farm Drive, Suite 200 Rohnert Park, CA 94928-2122	<b>Sacramento Regional Office</b> 2275 Gateway Oaks Drive Sacramento, CA 95833-3255	<b>San Francisco</b> 333 Bush Street San Francisco CA 94104	<b>Santa Ana</b> 1750 East Fourth Street Santa Ana, CA 92705-3929
<b>Stockton</b> 3247 West March Lane Stockton CA 95219-2351	<b>Vacaville</b> 1020 Vaquero Circle Vacaville, CA 95688-8804		

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## Contact Information for California Department of Human Resources

**Attn: Examination Services**  
1515 S Street, North Building, Ste 400  
Sacramento, CA 94244-2010  
**(866) 844-8671**

California Relay (Telephone) 1 (800-735-2929; (TTY) 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.