



Custodian

2011 – 3PB01

Department(s): California Department of Forestry and Fire Protection
California Department of Human Resources
California Highway Patrol
California State Lottery
California Science Center
Department of Developmental Services
Department of Education
Department of General Services
Department of State Hospitals
Department of Motor Vehicles
Department of Public Health
Department of Rehabilitation
Department of Transportation
Department of Veterans Affairs
Employment Development Department
Government Operations Agency
State Compensation Insurance Fund
State Personnel Board

Final Filing Date: Cut-off dates will be scheduled periodically. Please see below.

Type of Examination: Multi-departmental Open

Salary: Monthly-ranged-salary: \$2194.00 - \$2745.00

INFORMATION

The California Department of Human Resources is pleased to announce the posting of the Custodian examination. Please refer to the Filing Instructions section below for examination scheduling information.

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 examination.

Once you have taken the examination, you may not retake it for twelve (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 eligible list will be established by the California Department of Human Resources for use by 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 twelve (12) months after it is established. Competitors must then retake the 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

Either 1

Six months of experience in the California state service performing the duties of a Service Assistant (Custodian). (Promotional candidates who have completed four months of the required experience will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

Or 2

Six months of experience as a Custodian.

TYPICAL TASKS

Sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as

required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, waxers, and other equipment and machinery; as required, operates a freight or passenger elevator.

In smaller, outlying offices and buildings, as incidental assignments, washes windows, washes automotive equipment, and maintains ornamental plantings in and around buildings and parking areas; and maintains parking areas, and cleans sidewalks.

When assigned to work crew-oriented duties, may be called upon to give experienced guidance to Service Assistants (Custodian) in the performance of routine janitorial tasks. Typically, this guidance is provided to only one Service Assistant (Custodian) at a time.

EXAMINATION INFORMATION

WRITTEN TEST – WEIGHTED 100%

The examination will consist of a written test, multiple choice, weighted 100%. To obtain a position on the eligible list, a minimum score of 70% is required. The written test is designed to evaluate: 1. the technical knowledge required of a Custodian, 2. your skill in reading and understanding basic written instructions, and 3. your skill in reading, understanding, and applying written information.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Knowledge of methods, equipment, and cleaning solutions for cleaning and disinfecting restroom materials, furniture and fixtures (e.g., toilets, urinals, showers, sinks, partitions, countertops) to sanitize and maintain appearance.
- Knowledge of methods, equipment, and cleaning solutions for mopping and scrubbing floors to remove stains, dirt, or maintain floor surfaces.
- Knowledge of methods and equipment for vacuuming carpets, elevators, office furniture, vents, or upholstery to remove dust, debris and/or liquid.
- Knowledge of methods, equipment, and cleaning solutions for washing windows, mirrors, glass partitions, glass doors, and glass walls to remove smudges, fingerprints, dirt, and debris.
- Knowledge of methods, equipment, and chemicals for stripping wax/floor finishers from floors to prepare floor for a new finish.
- Knowledge of methods, equipment, and chemicals for applying wax/floor finishers, sealers, or finishes to maintain floor surfaces.
- Knowledge of methods, equipment, and chemicals for polishing floors to maintain floor surfaces.
- Knowledge of methods, equipment, and chemicals for detailing grout, corners, or baseboards to enhance appearance, remove solutions, or remove surface build-up.
- Knowledge of methods, equipment, and cleaning solutions for polishing steel and metal brite work to remove smudges and fingerprints and to enhance appearance.
- Knowledge of methods, equipment, and cleaning solutions for shampooing carpets to remove stains, dirt, or maintain floor surfaces.
- Knowledge of methods, equipment, and cleaning solutions for removing spots or stains from carpets or upholstery to restore appearance.
- Knowledge of methods, equipment, and cleaning solutions for dry cleaning carpets to maintain floor surfaces.
- Knowledge of basic recycling procedures to recycle materials as required and to comply with

recycling program.

- Knowledge of the types and uses of personal protective equipment.
- Knowledge of safe body mechanics to lift, push, pull, or otherwise move objects weighing up to 45 pounds.

Ability to:

- Ability to read and understand Material Safety Data Sheets (MSDS) to ascertain information about chemicals encountered on the job.
- Ability to read and understand information in English (such as labels, chemical preparation directions, chemical safety precautions, check-lists, equipment operation instructions, equipment maintenance instructions, notes, memos, policies, procedures, etc.).
- Ability to understand and follow written instructions.

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

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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.

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 of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at 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.

Bulletin Release Date: This bulletin was released on August 7, 2013.

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://jobs.ca.gov/public/jobs/veterans.aspx>, and the Department of Veterans Affairs.

Bulletin Revision Date: 11/1/2016

TAKING THE EXAM

Self-scheduling for this examination is offered on a first-come-first-served basis for each written exam date. Please be aware that seating is limited and scheduling for a specific exam date will conclude once all seats are filled. Future self-scheduling and exam dates will be made available as demand warrants.

<u>Self-Scheduling Opens</u>	<u>Written Examination Dates</u>	<u>Location</u>
January 3 rd , 2017 11:00 a.m.	Wednesday, January 11 th , 2017	Atascadero, CA

Check this bulletin regularly for future written test dates and locations.

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 for and to self-schedule the Custodian exam.](#)