



LOCKSMITH I,
CORRECTIONAL FACILITY (CF)
Final Filing Date: Continuous

OPEN - SPOT

AN EQUAL EMPLOYMENT 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 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.

EXAMINATION BASE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)
SPOT EXAMINATION FOR:
SEE ATTACHED LISTING

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below, who have not previously tested with CDCR for this classification in the past 12 months. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Applications (Std. Form 678) to one of the address(es) indicated on the attached listing of Local Testing Offices. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Each testing office will accept applications continuously and will notify and test applicants as needs warrant.

All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin

SALARY RANGE(S) As of: November 10, 2015
\$4,132 - \$4,761

MINIMUM QUALIFICATIONS **Experience:** Two years of experience as a locksmith. (Completion of an approved vocational training program in locksmithing may be substituted for up to one year of the required experience on a month-for-month basis; or experience in a recognized apprenticeship program involving 2,000 hours per year may be substituted on a month-for-month basis for the entire two-year experience requirement.)

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess 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 requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

- Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:
- A. Knowledge of:**
 - 1. Methods, materials, tools, and equipment used in the trade of a locksmith.
 - B. Skill to:**
 - 1. A locksmith.

EXAMINATION PLAN (CONTINUED)	<div>C. Ability to:<div><div>1. Read shop drawings and work from plans and specifications.</div><div>2. Understand and carry out oral and/or written directions.</div><div>3. Communicate effectively.</div></div></div> <div>If conditions merit, this examination may consist solely of 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 to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</div>
ELIGIBLE LIST INFORMATION	A separate eligible list will be established to fill vacancies for the institution(s) on the attached listing. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires 24 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.
POSITION DESCRIPTION AND LOCATION(S)	<div>A Locksmith I, Correctional Facility, under the direction of a State correctional facility in CDCR, installs, repairs, and maintains cylinder and bit key locks; makes or cuts keys or cylinder and bit locks, cabinet locks, and padlocks; opens locks; changes lock combinations; repairs or replaces tumblers, springs, and other parts; keeps records on location of keys for each lock; maintains security of duplicate keys; occasionally, as required, performs related installation and repair of door closers, door checks, door knobs, casement operators, and door strikes; maintains order and supervises the conduct of persons committed to the Department; maintains security of working areas and work materials; inspects premises and searches inmates for contraband, such as weapons or illegal drugs; and does other related work.</div> <div>Position(s) exist within the institution(s) listed in the attachment with CDCR.</div>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
VETERANS' PREFERENCE/ CAREER CREDITS	Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at www.jobs.ca.gov/OEC/jobs/stateapp.aspx.

Veterans' Preference: California law allows the granting of Veterans' Preference in any **Open** examination. In accordance with Government Code Sections 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% disabled veteran, who achieves a passing score in an open 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) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: www.jobs.ca.gov/job/VeteransInformation. Additional information can also be found at the California Department of Veterans Affairs at www.calvet.ca.gov/veteran-services-benefits/employment.

The Department of Corrections and Rehabilitation 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 changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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 and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

GENERAL INFORMATION
(CONTINUED)

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE 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.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

ATTACHED LISTING: ADULT AND JUVENILE FACILITIES

Submit applications to one of the addresses indicated below.

1605 AVENAL STATE PRISON
P.O. BOX 8
#1 Kings Way
Avenal, CA 93204

1802 CALIFORNIA CORRECTIONAL CENTER
P.O. BOX 790
711-045 Center Road
Susanville, CA 96127-0001

1503 CALIFORNIA CORRECTIONAL INSTITUTION
P.O. BOX 1031
24900 Highway 202
Tehachapi, CA 93581

3612 CALIFORNIA INSTITUTION FOR MEN
P.O. BOX 128
14901 Central Avenue
Chino, CA 91710

4804 CALIFORNIA MEDICAL FACILITY
P.O. Box 2000
1600 California Drive
Vacaville, CA 95696-2000

4005 CALIFORNIA MEN'S COLONY
P.O. Box 8101
Highway 1
San Luis Obispo, CA 93409-8101

3310 CALIFORNIA REHABILITATION CENTER
P.O. BOX 1841
5th and Western
Norco, CA 92860

2701 CORRECTIONAL TRAINING FACILITY
P.O. BOX 686
Highway 101 North
Soledad, CA 93960-0686

1606 CALIFORNIA STATE PRISON, CORCORAN
P.O. BOX 8800
4001 King Avenue
Corcoran, CA 93212-8309

1995 CALIFORNIA STATE PRISON, LOS ANGELES COUNTY
Attn: Personnel Office
44750 60th Street West
Lancaster, CA 93536-7620

2004 VALLEY STATE PRISON
P.O. BOX 99
21633 Avenue 24
Chowchilla, CA 93610-0099

1523 CALIFORNIA CITY CORRECTIONAL FACILITY
P.O. BOX 2646
22844 Virginia Blvd.
California City, CA 93505

1514 NORTH KERN STATE PRISON
P.O. BOX 5007
2737 West Cecil Avenue
Delano, CA 93216-0567

3423 CALIFORNIA STATE PRISON, SACRAMENTO
P.O. BOX 290010
Represa, CA 95671-0010

2102 CALIFORNIA STATE PRISON, SAN QUENTIN
San Quentin, CA 94964-1086

4811 CALIFORNIA STATE PRISON,SOLANO
P.O. BOX 4000
2100 Peabody Road
Vacaville, CA 95696-4000

1307 CALIPATRIA STATE PRISON
P.O. BOX 5001
7018 Blair Road
Calipatria, CA 92233

2003 CENTRAL CALIFORNIA WOMEN'S FACILITY
P.O. BOX 1501
23370 Road 22
Chowchilla, CA 93610-1501

1308 CENTINELA STATE PRISON
P.O. BOX 731
2302 Brown Road
Imperial, CA 92251

3313 CHUCKAWALLA VALLEY STATE PRISON
P.O. BOX 2289
Blythe, CA 92226
19025 Wiley's Well Road
Blythe, CA 92225

3901 DEUEL VOCATIONAL INSTITUTION
P.O. BOX 400
23500 Kasson Road
Tracy, CA 95378-0400

1805 HIGH DESERT STATE PRISON
P.O. BOX 270220
Susanville, CA 96127-0220
475-750 Rice Canyon Road
Susanville, CA 96130

3404 FOLSOM STATE PRISON
Attn: Personnel/Testing Office
P.O. BOX 910
Folsom, CA 95763
(916) 985-2561 EXT. 4785
TDD: (800) 735-2929

5610 VENTURA YOUTH CORRECTIONAL FACILITY
3100 Wright Road
Camarillo, CA 93010

3914 CALIFORNIA HEALTH CARE FACILITY
P.O. BOX 32050
7707 S. Austin Road
Stockton, CA 95215

3329 IRONWOOD STATE PRISON
P.O. Box 2229
19005 Wiley's Well Road
Blythe, CA 92226

1522 KERN VALLEY STATE PRISON
3000 West Cecil Avenue
Delano, CA 93216

0309 MULE CREEK STATE PRISON
P.O. Box 409099
4001 Highway 104
lone, CA 95640

0802 PELICAN BAY STATE PRISON
P.O. BOX 7200
5905 Lake Earl Drive
Crescent City, CA 95532-7200

1015 PLEASANT VALLEY STATE PRISON
P.O. BOX 8506
24863 West Jayne Avenue
Coalinga, CA 93210-1135

3715 RICHARD J. DONOVAN CORRECTIONAL FACILITY
480 Alta Road
San Diego, CA 92179

2708 SALINAS VALLEY STATE PRISON
P.O. BOX 1020
31625 Highway 101
Soledad, CA 93960-1020

5505 SIERRA CONSERVATION CENTER
P.O. BOX 497
5100 O'Byrnes Ferry Road
Jamestown, CA 95327

3907 NORTHERN CALIFORNIA YOUTH CORRECTIONAL CENTER
P.O. BOX 213004
7650 South Newcastle Road
Stockton, CA 95215-9663

1608 SUBSTANCE ABUSE TREATMENT FACILITY & STATE PRISON at CORCORAN
P.O. BOX 7100
900 Quebec Avenue
Corcoran, CA 93212-7100

1513 WASCO STATE PRISON RECEPTION CENTER
P.O. BOX 8800
701 Scofield Avenue
Wasco, CA 93280-8800

3613 CALIFORNIA INSTITUTION FOR WOMEN
P.O. Box 1700
16756 Chino-Corona Road
Corona, CA 92880-9508