INTRODUCTION

Caltrans is pleased to announce the posting of the Cook Specialist I examination. Applications (STD 678) will be accepted continuously throughout the year, however, will only be processed during the current administration period. Generally, this examination is administered bi-annually, in January and July, although this is subject to change based on testing needs. Employment from this examination will be offered in Districts 3 (Marysville) and 10 (Stockton).

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans 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 work place. All applicants will be expected to behave in accordance with this objective, as 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?

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination.

Once you are successful and have list eligibility, you may not reapply for twelve (12) months from your eligibility date. Candidates that are unsuccessful in the examination must wait six (6) months from the testing date before reapplying to take the examination.

FILING INSTRUCTIONS

Applications (STD 678) must be received or postmarked no later than the cut-off date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Faxed or E-mailed applications will NOT be accepted. Applications postmarked after the cut-off date, personally delivered, or received via interoffice mail after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

MAILING ADDRESS:
Caltrans
Examination Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

SUBMIT IN PERSON:
Caltrans
Examination Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816

*Candidates are responsible for obtaining proof of mailing or submission of their application to Examination Services.

POSITION STATEMENT

Under supervision, to assist in preparing, cooking, and dispensing food for the residents and employees of a State institution; to care for culinary equipment, supplies, and work areas; to work with employees and helpers from the resident population; may instruct, lead, or supervise inmates, wards, or resident workers; and do other related work.

ELIGIBLE LIST INFORMATION

A Departmental Open eligible list will be established for Caltrans in Districts 3 (Marysville) and 10 (Stockton). The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor’s eligibility will
expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the cut-off date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the examination:

http://calhr.ca.gov/state-hr-professionals/pages/2185.aspx

All applications must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

**NOTE:** Qualifying experience may be combined on a proportionate basis if the requirements stated below 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 requirements.

**MINIMUM QUALIFICATIONS**

**Either I**

One year of experience in the California state service performing the duties of a Food Service Technician I.

**Or II**

One year of experience in assisting a cook in the preparation and cooking of a varied menu. (Full-time training in a recognized trade school or training program for cooks may be substituted for the required experience on the basis of one month of school attendance being equal to two months of experience.

**EXAMINATION INFORMATION**

This examination will consist of a Supplemental Application Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

It is anticipated that the Supplemental Application Questionnaire will be mailed after the cut-off date.
The information on the Supplemental Application will be used to assess, on a competitive basis, each candidate’s relevant training and experience. The Supplemental Application will be evaluated by using a predetermined rating criteria. Competitors who do not complete the Supplemental Application will be eliminated from the examination.

**NOTE:** If conditions warrant, this examination may utilize 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 in accurately and completely filling out his or her application. List all experience relevant to the “Minimum Qualifications” shown on this announcement. Supplementary information will be accepted, but read the “Minimum Qualifications” carefully to see what kind of information will be useful to the staff doing the evaluation.

Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off (final filing) date will be publicized to ensure that applicants have adequate time to complete and submit an application.

### KNOWLEDGE AND ABILITIES

**Knowledge of:**

1. Kitchen sanitation and safety measures
2. Food handling sanitation
3. Principles, procedures, and equipment used in the storage, care preparation, cooking, and dispensing of food in large quantity
4. Methods and procedures used in the operation, cleaning, and care of utensils, equipment, and work areas
5. Food values as well as nutritional and economical substitutions within food group

**Skill in:**

1. Complete satisfactorily a training program in the preparation and cooking of all food groups
2. Follow directions
3. Keep records
4. Analyze situations accurately and adopt an effective course of action
5. Communicate at a level appropriate to the classification
6. Prepare and cook all food groups and use appropriate equipment
7. Determine the quality of the food
8. Prepare and follow menus, recipes, and formulas
9. Determine food quantities necessary for groups of varying size
10. Work effectively alone or with others

### SPECIAL PERSONAL CHARACTERISTICS
1. Willingness to work with resident population of a State institution and individual needs in remote locations
2. Personal cleanliness and hygiene

**VETERANS’ PREFERENCE**

Veterans’ Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans’ Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans’ Preference.

**CAREER CREDITS**

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

**CONTACT INFORMATION**

For more information regarding this examination, please contact the examination analyst at (916) 227 – 7427.

**GENERAL INFORMATION**

For an examination without a written feature, it is the candidate’s responsibility to contact the testing department three weeks after the cut-off date if he/she has not received his/her notice.

Applications are available at [https://jobs.ca.gov/pdf/std678.pdf](https://jobs.ca.gov/pdf/std678.pdf), California Department of Human Resources (CalHR) offices, and local offices of the Employment Development Department.

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.

Caltrans 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.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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, 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:** Pursuant to Assembly Bill 372, Veterans’ Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.

2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans’ Preference.

3. Veterans’ Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans’ Preference).

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

**TTY** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.