



**DEPARTMENT OF DEVELOPMENTAL SERVICES
EXAMINATION ANNOUNCEMENT**



COOK SPECIALIST II

**DEPARTMENTAL
OPEN**

6BS03

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.

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.

SPOT FOR: Canyon Springs

FINAL FILING DATE: 6/30/16

Applications (Form STD-678) along with the Criminal Record Supplemental Questionnaire (CRSQ) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason. Faxed applications or resumes will not be accepted.

Applications and the Criminal Record Supplemental Questionnaire (CRSQ) may be downloaded from the CalHR website at <http://www.calhr.ca.gov>. Applications are available and MUST be filed in person or by mail with:

**Canyon Springs
Personnel Office
69-696 Ramon Road
Cathedral City, CA 92234**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUALIFICATIONS APPRAISAL:

It is anticipated that interviews will be held during July 2016

SALARY RANGE: \$2,780 - \$3,482

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications must include: "to" and "from" dates (month/day/year); time base; and civil service class titles (not working titles). Applications received without this information will be rejected.

**MINIMUM QUALIFICATIONS
Either I**

Two years of experience in the California state service performing the duties of a Cook Specialist I.

Or II

Three years of experience as a cook in one or a combination of the following:

1. Preparing food for at least 250 persons a meal with experience at the various stations, not less than six months of which shall have been in charge of the work of kitchen helpers or others doing similar work. Or
2. Personally preparing complete breakfasts, lunches, and dinners for 50 or more persons a meal. (Short-order cooking experience is not considered qualifying.)

(Full-time training in a recognized trade school for cooks and bakers may be substituted for not more than two years of either type of the required experience on the basis of one month of such school attendance being equal to two months of experience.)

SPECIAL PERSONAL CHARACTERISTICS: Sympathetic understanding of and willingness to work with resident population of State institutions; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.

THE POSITION: Under supervision, to prepare, cook, and dispense food for the residents and employees of a State institution; to care for culinary equipment, supplies, and work areas; to supervise, instruct, and work with employees and helpers from the resident population; may instruct, lead, or supervise inmates, wards, or resident workers; and do other related work. For more descriptive job tasks please see the job specifications on the CalHR website at www.calhr.ca.gov.

Examination Information: This examination will consist of a Qualifications Appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. Qualifications Appraisal – Weighted 100.00%.

QUALIFICATIONS APPRAISAL – WEIGHTED 100.00 %

Scope:

A. Knowledge of:

1. Principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantity.
2. Kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas.
3. Food handling sanitation.
4. Food values as well as nutritional and economical substitutions within food groups.
5. Principles of effective supervision and instructing and working with assistants and helpers from the resident population.
6. Food accounting and keeping records and preparing reports.

SEE REVERSE FOR ADDITIONAL INFORMATION

- B. Ability to:
1. Communicate at a level required for successful job performance.
 2. Prepare and cook all food groups and use appropriate equipment.
 3. Judge food quality.
 4. Plan work schedule and prepare and follow menus, recipes, and formulas.
 5. Determine food quantities necessary for groups of varying size.
 6. Instruct and work with assistants and helpers from the resident population.
 7. Keep records and prepare reports.
 8. Analyze situations accurately and adopt an effective course of action.

VETERANS PREFERENCE POINTS will be granted in this examination. You must apply for Veterans points through the State Personnel Board. You may obtain the form from the Porterville Developmental Center, Human Resources/Examinations & Recruitment Office in Room 64 of the Administration Building.

BACKGROUND INVESTIGATION: Competitors who are successful in this examination will be required to complete (prior to an appointment in this class) a background investigation document, on which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form STD-678, and the Criminal Record Supplemental Questionnaire (CRSQ) that is filled out prior to the examination. The hiring agency uses the information obtained on the background investigation document to conduct background investigations and/or to determine an individual's suitability for employment.

ELIGIBLE LIST INFORMATION: This list will be abolished 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

The resulting eligible list will be used to fill vacancies at Canyon Springs.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Canyon Springs Testing Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the CANDIDATE'S RESPONSIBILITY to contact the Canyon Springs Testing Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Department noted on the front. Applications may also be downloaded from State Personnel Board website at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin 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.

THE STATE PERSONNEL BOARD 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.

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 warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

ELIGIBLE LISTS: Eligible lists established by 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. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

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.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than 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.

VETERANS' PREFERENCE CREDITS are awarded in open and open nonpromotional entrance examinations requiring *less than two years of experience and equivalent to graduation from a four-year college*. In OPEN examinations, eligible veterans, widows/widowers of veterans, and spouses of 100% disabled veterans received 10 points. Eligible disabled veterans receive 15 points. In OPEN NONPROMOTIONAL examinations, eligible veterans receive five points. Eligible disabled veterans receive 10 points. Individuals who receive veteran's points are not eligible for career credits. No veterans= preference credits will be allowed once a veteran achieves permanent civil service status. Directions for applying for veterans= preference points are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have the education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DEPARTMENT OF DEVELOPMENTAL SERVICES - 1600 9th Street, P.O. Box 944202, Sacramento, CA 94244-2020
Telephone: Public: (916) 654-1625 TDD: Voice of Hearing Impaired (916) 654-2054

Canyon Springs 69-696 Ramon Road Cathedral City, CA 92234-3353 Public: (760) 770-6260 TDD: (760) 770-2590	Fairview Developmental Center 2501 Harbor Blvd. Costa Mesa, CA 92626 Public: (714) 957-5121 TDD: (714) 957-5512	Porterville Developmental Center 26501 Avenue 140 Porterville, CA 93257 Public: (559) 782-2222 (559) 782-2322	Sonoma Developmental Center P.O. Box 1493 Eldridge, CA 95431 Public: (707) 938-6339 TDD: (800) 735-2929
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TDD is a Telecommunications Device for the Deaf and is reachable from phones equipped with a TDD Device.