



OPEN EXAMINATION FOR DEPARTMENT OF STATE HOSPITALS

Materials and Stores Supervisor

www.dsh.ca.gov

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 the objective of the State of California to achieve a drug-free state workplace. 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.

EXAMINATION TYPE AND POSITION LOCATIONS This is an open examination for the Department of State Hospitals (DSH) for the following location(s):

DSH - Atascadero	DSH - Coalinga
DSH - Metropolitan	DSH - Napa
DSH - Patton	DSH - Salinas Valley

State Applications (STD. 678) will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY **MAIL OR HAND DELIVER A STATE APPLICATION (STD. 678) TO:**

**DEPARTMENT OF STATE HOSPITALS-SACRAMENTO
SELECTION SERVICES UNIT
1600 9TH STREET, ROOM 121
SACRAMENTO, CA 95814
(916) 651-8832**

California Relay for the hearing impaired:
From a TDD Phone (800) 735-2929
From a Voice Phone (800) 735-2922

DO NOT SUBMIT A STATE APPLICATION (STD. 678) TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

NOTE: All State Applications (STD. 678) must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. State Application (STD. 678) received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).

EXAMINATION ELIGIBILITY LIMITATION A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of State Hospitals - Atascadero, Coalinga, Metropolitan, Patton, Salinas Valley, Stockton, or Vacaville within the last 12 months, you are not eligible to compete in this examination.

FINAL FILE DATE **February 22, 2016.** Examination and/or Employment Application forms must be **POSTMARKED** no later than the final filing date. Examination and/or Employment Application forms postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted. Examination and/or Employment Application forms must have an original signature; therefore, faxed forms will not be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the State Application (STD. 678). The Selection Services Unit will contact you to make special testing arrangements.

SALARY RANGE Atascadero and Salinas Valley Coalinga, Metropolitan, and Patton
Range A: \$3,282 - \$4,140* Range S: \$3,331 - \$4,124*

Napa
Range S: \$3,331 - \$4,124*
Range T: \$3,656 - \$4,524*

*Salary reflects the increase effective 7/01/2015.

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

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

EXAMINATION DATES Qualifications Appraisal: It is anticipated that interviews will be held in April of 2016.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your State Application (STD. 678) indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.

MINIMUM QUALIFICATIONS Either I
One year of experience performing the duties equivalent in level to a Materials and Stores Specialist in California state service.

Or II
Three years of experience in a supply room or warehouse in work involving the receipt, storage, issuance, and shipping of varied supplies or food commodities. (Experience applied toward this requirement must include at least one year of supply room or warehouse responsibilities equivalent in level and responsibilities to Materials and Stores Specialist.)

SPECIAL PERSONAL CHARACTERISTICS Strength, good physical agility, and willingness to do heavy manual labor.

ADDITIONAL DESIREABLE QUALIFICATIONS Education equivalent to completion of the twelfth grade; completion of college-level work in the fields of accounting and/or business administration.

JOB DESCRIPTION This is a working level supervisor. A Materials and Stores Supervisor may either (1) supervise the receipt, storage, issuance, and shipping of a volume of varied supplies requiring complex storage practices in a large redistribution or point-of-use warehouse or supply room, including supervision over a group of assistants; or (2) in an assigned geographic area, to have charge of a large volume of equipment, stores and supplies for a State agency, and to be responsible for the maintenance of control records on the movement of equipment including supervision over a group of assistants; or (3) assume equivalent duties and responsibilities in assisting a higher grade warehousing manager.

EXAMINATION INFORMATION

This examination may consist of a Qualifications Appraisal Interview weighted 100%.

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 their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. ***Candidates who do not appear for the interview will be disqualified.***

EXAMINATION SCOPE

Qualifications Appraisal- Weighted 100%

Knowledge of:

1. Modern warehousing methods and practices, including the keeping of, receiving, shipping, and inventory records.
2. Freight rates and classifications.
3. Office of Procurement specifications.
4. Regulations involved with consolidated freight shipments, stock array systems.
5. Freight claim procedure.
6. Inventory and quality control.
7. Operation of motorized material handling equipment.
8. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

1. Read and write English at a level required for successful job performance.
2. Perform heavy physical labor.
3. Operate motorized material handling equipment.
4. Estimate possible future demands of various supplies based upon past needs.
5. Work independently.
6. Work and communicate effectively with those contacted in the work.
7. Direct the work of others.
8. Keep accurate records and prepare reports of work done.
9. Analyze situations accurately and take effective action.
10. Determine whether incoming supplies meet the standards set up in the Office of Procurement and agency specifications.
11. Supervise the work group of assistants.
12. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Department of State Hospitals-Atascadero, Coalinga, Metropolitan, Napa, Patton, and Salinas Valley. The eligible list will be used to fill vacancies at Atascadero, Coalinga, Metropolitan, Napa, Patton, and Salinas Valley. The list will be in effect for a minimum of 12 months. They will be abolished after 48 months or completion of a subsequent examination, whichever occurs first.

VETERANS' PREFERENCE

Veterans' preference will be granted in this examination.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Department of State Hospitals, Selection Services Unit at (916) 651-8832 three weeks after the application deadline date if she/he has not received a progress notice.

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

State Applications (STD. 678) are available at the California Department of Human Resources, local offices of the Employment Development Department, the Department of State Hospitals, and accessible on the internet at www.CalHR.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

The Department of State Hospitals 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 law 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 competitors and 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 one to four years unless otherwise stated on this bulletin.

General Qualifications: Competitors 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.

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 <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education 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 competitor is considered to have 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.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the State Applications (STD. 678). (Section 4 of Article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S Street Sacramento, CA 95811.)

DEPARTMENT OF STATE HOSPITALS

Selection Services Unit
1600 9th Street, Room 121
Sacramento, CA 95814

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

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922