



Materials and Stores Specialist

Class Code: 1506 – Exam Code: 6PB03

Departments: State of California
Opening Date: April 26, 2016
Final Filing Date: Continuous
Type of Examination: Servicewide, Open
Monthly Salary: \$3,174.00 - \$4,476.00

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 Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for nine (9) months.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, please contact us.

If you have any questions, please contact the:

California Department of Human Resources' Contact Center at 1-866-844-8671

OR

California Relay Service at 7-1-1

1-800-735-2929 (TTY)*, 1-800-735-2922 (Voice)

(*) TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

An open, service wide eligible list will be established by the California Department of Human

Resources for use by the 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 12 months after it is established.** Competitors must then retake the Training and Experience Evaluation 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

One year of experience performing the duties of a Stock Clerk or Warehouse Worker in California state service.

Or 2

Two years of experience in a supply room or warehouse [in work involving the receipt and issuance of a large volume of varied commodities.](#) (Experience in California state service applied toward this requirement must include at least one year [at a level of responsibility at least equivalent to that of Stock Clerk.](#))

POSITION DESCRIPTION

This is the advanced journey level in the general storekeeping series. A Materials and Stores Specialist may either (1) lead lower level staff in the receipt, storage, issuance, and shipping of a volume of varied supplies requiring moderately complex storage practices in a redistribution or point-of-use warehouse or supply room; or (2) have charge of stores in a small State institution or agency; or (3) assume equivalent duties and responsibilities in assisting a higher grade warehouse supervisor.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

To preview the Materials & Stores Specialist Training and Experience Evaluation, select [Materials and Stores \(Specialist\) preview examination.](#)

KNOWLEDGE AND ABILITIES

Knowledge of:

- Modern warehousing methods and practices, including the keeping of, receiving, shipping, and inventory records.
- Freight rates and classifications.
- Office of Procurement specifications.
- Regulations involved with consolidated freight shipments, stock array systems.
- Freight claim procedure.
- Inventory and quality control.

Ability to:

- Read and write English at a level required for successful job performance.
- Perform heavy physical labor.

- Operate motorized material handling equipment.
- Estimate possible future demands of various supplies based upon past needs.
- Work independently.
- Work and communicate effectively with those contacted in the work.
- Direct the work of others.
- Keep accurate records and prepare reports of work done.
- Analyze situations accurately and take effective action.

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 applied to the final score of competitors who are successful in this examination, 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
California Relay Service: (7-1-1)
1-800-735-2929 (TTY)*, 1-800-735-2922 (Voice)

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GENERAL INFORMATION

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.

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 [CalHR's Veterans' Information webpage](#), and the Department of Veterans Affairs.

Revised Date: 08/04/2017

SUGGESTED RESOURCES TO USE FOR COMPLETING THE EXAMINATION

EMPLOYMENT HISTORY: Job Titles, organization names and addresses, names, phone numbers or other contact information for contacting previous supervisors or other persons who can verify your job responsibilities.

FILING INSTRUCTIONS

Once all of the information indicated above has been gathered, click the link below to be directed to the Training and Experience Examination. Upon completion of the Training and Experience Examination, it will be instantly scored.

***Please remember to print a copy of your exam results for your records. It may take up to 5 days for eligibility records to appear in your CalCareer profile.**

Select [Materials and Stores Specialist examination link](#) to access this online examination.

