



DEPARTMENTAL OPEN, SPOT EXAMINATION: ALBANY

**FINAL FILING DATE: JANUARY 27, 2017**

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.

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**EXAMINATION  
BASE**

Applications will be accepted on an open basis only.

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**WHO SHOULD  
APPLY**

Applicants who meet the Requirements for Admittance to the Examination as stated below.

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**HOW TO APPLY**

Applications (form STD 678) must be received or postmarked no later than the final filing date, **January 27, 2017**. Faxed or emailed applications will not be accepted. Applications postmarked after the final filing date or personally delivered and/or received via inter-office mail after 5:00 PM on the final filing date will not be accepted for any reason.

File by mail or in person at:

Department of Rehabilitation  
Hiring and Selections Unit  
721 Capitol Mall  
Sacramento, CA 95814  
Attn: Tiffany Chew

Applications are available at [www.jobs.ca.gov](http://www.jobs.ca.gov) and the local offices of the Employment Development Department and California Department of Human Resources.

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT  
OF HUMAN RESOURCES.**

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**SPECIAL TESTING  
ARRANGEMENTS**

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

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**SALARY RANGE**

\$2,780 - \$3,482

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**REQUIREMENTS  
FOR ADMITTANCE  
TO THE  
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

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**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.)

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**EXAMINATION  
PLAN**

This examination consists solely of a qualifications assessment. The qualifications assessment questionnaire will be mailed to each applicant who meets the minimum requirements for admittance to the examination as stated on this announcement. In order to obtain a position on the eligible list, a minimum score of 70% must be received.

**Qualifications Assessment - Weighted 100%**

**Scope:** In addition to evaluating each candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will also be on measuring competitively, relative to job demands, each candidate's:

**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.

**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.
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<b>POSITION DESCRIPTION</b>	Prepares, cooks, and dispenses soups, sauces, meats, eggs, dairy products, vegetables, salads, salad dressing, fruits, pastries, desserts, breads, and beverages; cleans and maintains culinary utensils and equipment and the working area with the assistance of helpers; assigns work and gives instruction and training to employees and helpers from the resident population, evaluates their performance, and takes or recommends appropriate action; may plan menus; inspects personnel and working areas and maintains safety and sanitation standards; reports on the work progress of assistants; keeps records; as required, requisitions, receives, inspects, stores, and inventories supplies; and serves as Acting Supervising Cook in the Supervising Cook's absence.  <b>Positions exist at the Department of Rehabilitation Orientation Center for the Blind in Albany.</b>
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	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.
<b>ELIGIBLE LIST INFORMATION</b>	A departmental open list will be established for the Department of Rehabilitation. The list will be abolished 12 months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.
<b>CAREER CREDITS</b>	Career credits will not be granted in this examination.
<b>VETERANS' PREFERENCE</b>	Veterans' Preference will be awarded to all successful competitors in this examination who qualify for and have requested Veterans' Preference through the California Department of Human Resources.

### **GENERAL INFORMATION**

**To learn more about the Department of Rehabilitation** (e.g., how to prepare for a civil service examination, information regarding the Americans with Disabilities Act, the Limited Examination Appointment Process (LEAP), office locations, etc.) log on to website at [www.dor.ca.gov](http://www.dor.ca.gov).

**It is the candidate's responsibility** to contact the Department of Rehabilitation's Hiring and Selections Unit in Sacramento at (916) 558-5574 three weeks after the final filing date if he/she has not received a progress notice.

**If you meet the requirements**, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**The Department of 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 change. Such revisions will be in accordance with civil service law and rules and all candidates will be notified.

**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) 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 this bulletin.

**COOK SPECIALIST II  
DJ30-2184**

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EXAM CODE: 7RH01**

**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 classification.

**Veterans' Preference** will be awarded in this examination, pursuant to Government Codes 18973.1 and 18973.5, effective January 1, 2014, 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. Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Form CalHR 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx> and the Department of Veterans Affairs.

Department of Rehabilitation  
Hiring and Selections Unit  
721 Capitol Mall  
Sacramento, CA 95814  
(916) 558-5545 | TTY: (800) 735-2929

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

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.

Bulletin released: 12/28/16