



DEPARTMENT OF DEVELOPMENTAL SERVICES
EXAMINATION ANNOUNCEMENT



SUPERVISING HOUSEKEEPER I

OPEN SPOT

8SNHN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR 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 : SONOMA DEVELOPMENTAL CENTER

CONTINUOUS TESTING –NO FINAL FILE DATE

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

Sonoma Developmental Center
Human Resources
15000 Arnold Drive
P.O. Box 1493
Eldridge, CA 95431
(707) 938-6821

Applications may be downloaded from the State Personnel Board website at <http://www.spb.ca.gov/>

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.

QUALIFICATION APPRAISAL: It is anticipated that interviews will be held when a sufficient candidate pools exists and will be scheduled at the direction of the appointing authority.

SALARY RANGE: \$2,254-\$2,739 per month

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: 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 possessing 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 requirement.

Either I

One year of experience in the California state service performing the duties of a Housekeeper or Custodian.

Or II

Experience: Two years of experience in housekeeping or custodial work, one year of which must have been in a supervisory capacity over other employees and with responsibility for the housekeeping or custodial work in an institution or similar area. and

Education: Equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

THE POSITION:

Under direction, to plan, organize and supervise the housekeeping work involved in the care, cleaning and maintenance of offices, corridors, living quarters, wards and other areas in a State institution; may instruct, lead or supervise wards or resident workers; and do other related work.

QUALIFICATIONS APPRAISAL - Weighted 100%

Scope:

Knowledge of:

- 1) Methods, materials, and equipment used in cleaning offices and institution buildings.
- 2) Sanitation and safety measures used in the operating, cleaning, and care of equipment and work areas.
- 3) Use of purchase orders for housekeeping supplies and equipment.
- 4) Department's Equal Employment Opportunity objectives.
- 5) Manager's role in the Equal Employment Opportunity and the processes available to meet equal employment objectives.

Ability to:

- 1) Plan, organize, and direct the work of others.
- 2) Give on-the-job instruction in housekeeping practices.
- 3) Keep inventories and make requisitions.
- 4) Analyze situations accurately and adopt an effective course of action.
- 5) Effectively contribute to the Department's Equal Employment Opportunity objectives.

SPECIAL PERSONAL CHARACTERISTICS

Sympathetic understanding of and ability to work with the resident population of a State institution.

VETERANS' PREFERENCE credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDIT.

ELIGIBLE LIST INFORMATION: The resulting eligible list will be used to fill vacancies at Sonoma Developmental Center only. Names of successful competitors will be merged into the list in order of final scores regardless of the date. Eligibility expires 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

EXAMINATION INFORMATION:

In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

TESTING PERIOD INFORMATION: A candidate may be tested only once during a testing period. The testing periods for this

SEE REVERSE FOR ADDITIONAL INFORMATION



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examination are; January 1 through March 31; April 1, through June 30; July 1 through September 30; October 1 through December 31.

investigation document to conduct background investigations and/or to determine an individual's suitability for employment.

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, that is filled out prior to the examination.

The hiring agency uses the information obtained on the background

GENERAL INFORMATION

It is the **CANDIDATE'S RESPONSIBILITY** to contact Sonoma Developmental Center's Testing Office three days prior to the 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 Sonoma Developmental Centers Testing Office four 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 (SPB) offices, offices of the Employment Development Department and the Department noted on the front.

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.

SPB 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: Interview location is limited to Sonoma Developmental Center.

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: 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.

DEPARTMENT OF DEVELOPMENTAL SERVICES - 1600 9TH STREET, MS-Q, Sacramento, CA 95814
Telephone: Public: (916) 322-9335

FAIRVIEW
DEVELOPMENTAL
CENTER
2501 Harbor Boulevard
Costa Mesa, CA 92626
Public: (714) 957-5121

LANTERMAN
DEVELOPMENTAL
CENTER
3530 Pomona Boulevard
Pomona, CA 91768
Public: (909) 595-1221

PORTERVILE
DEVELOPMENTAL
CENTER
26501 Avenue 140
Porterville, CA 93258
Public: (559) 782-2087

SONOMA
DEVELOPMENTAL
CENTER
15000 Arnold Drive
Eldridge, CA 95431
Public: (707) 938-6538

CANYON SPRINGS
State-Operated
Community Facility
69-696 Ramon Rd.
Cathedral City, CA 92335
Public: (760) 770-6260
