

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES & DEPARTMENT OF MOTOR VEHICLES



Bookbinder II & III Series

Examination Type: Open – Statewide
Examination Codes: 9GS1301 & 9GS1302
Final Filing Date: Continuous

CLASSIFICATION DETAILS

Salary Range:

Bookbinder II: \$3,926.00 – \$4,043.00

View the [Bookbinder II Classification Specifications](#)

Bookbinder III: \$4,414.00 - \$4,547.00

View the [Bookbinder III Classification Specifications](#)

APPLICATION INSTRUCTIONS

Who Should apply:

This is an open-statewide, continuous examination administered by the Department of General Services and Department of Motor Vehicles for all state agencies. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis.

How to Apply:

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) **and** Qualifications Assessment. The Qualifications Assessment can be found after this exam bulletin in this document.

Note: Resumes alone will not be accepted. The examination title must be indicated on the application.

A FAXED or EMAILED APPLICATION AND QUALIFICATIONS ASSESSMENT WILL NOT BE ACCEPTED.

You may submit your examination package by mail to:

**Department of General Services
Office of Human Resources
Attention: Kathie Raftery
P.O. Box 989052
West Sacramento, CA 95798-9052**

Applications (STD 678) and Qualifications Assessments must be POSTMARKED no later than the final filing date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Or in person at:

**707 3rd Street, 7th Floor
West Sacramento, CA 95605**

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the street address as listed above.

Special Testing Arrangements:

If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.

Requirements for Admittance to the Examination:

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. 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 "Or II", 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.

TEST DATES

This examination will be administered monthly. All completed applications and Qualification Assessments submitted by the cut-off-date will be processed for that month's administration. The cut-off dates will be as follows:

August 31, 2020	September 28, 2020	October 26, 2020	November 30, 2020	December 28, 2020
January 25, 2021	February 22, 2021	March 29, 2021	April 26, 2021	May 31, 2021
June 28, 2021				

Note: Applications and Qualification Assessments may be processed on a flow basis prior to the cut-off-date to meet the hiring needs of the department.

MINIMUM QUALIFICATIONS

Bookbinder II

Either I

One year of experience as a Bookbinder I or the equivalent.

Or II

One year of experience moving and lifting stock and printed materials in a printing facility.

Bookbinder III

Either I

One year of experience as a Bookbinder II or the equivalent.

Or II

One year of experience as a journey level bindery worker or the equivalent.

THE POSITION

Bookbinder II

Under supervision, performs the less skilled tasks; operates equipment requiring simple setup with hand tools or manual dexterity in operation; and does other related work.

Bookbinder III

Under directions of a Bookbinder IV or supervisor, to do skilled bindery forwarding and finishing work of average difficulty by hand or by machine; and to do other related work.

Positions exist statewide.

EXAMINATION SCOPE

This examination consists of the following components:

Qualifications Assessment - Weighted 100%

This examination will consist of a Qualifications Assessment weighted 100%. Candidates must attain an overall minimum score of 70% in order to be placed on the eligible list.

NOTE: It is especially important that each applicant take special care to accurately and completely fill out their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement.

CANDIDATES WHO DO NOT COMPLETE OR SUBMIT THE QUALIFICATIONS ASSESSMENT WILL BE DISQUALIFIED.

Scope:

Candidates should be prepared to answer questions related to the following areas:

Bookbinder II

Knowledge of:

1. Printing plant equipment machinery operations and terminology.
2. Types of paper stock and proper methods of paper movement and handling.

Ability to:

1. Communicate effectively.
2. Follow directions.
3. Move and/or lift up to 50 pounds.
4. Set up and operate complex non-journey level equipment.

Bookbinder III

Knowledge of:

1. Basic math.
2. Methods, materials, tools, and equipment of average complexity used in general bookbinding, job forwarding, and hand finishing.

Knowledge of and Skill in:

1. The operation, adjustment and maintenance of bookbinding equipment of average complexity.

Ability to:

1. Communicate effectively.
2. Bind books by hand.

3. Set up and operate small buckle folders, sheet counters, board cutters, addressing machines, gather-all, and hand stamping machines.
4. Move and/or lift up to 50 pounds.

ELIGIBLE LIST INFORMATION

An Open-Statewide eligible list will be established for all departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veteran's status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

EQUAL OPPORTUNITY EMPLOYER

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.

CONTACT INFORMATION

If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, Kathie Raftery, Exam Analyst at (916) 376-5421.

California Department of General Services
Office of Human Resources – Examination Unit
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Phone: (916) 376-5401

California Relay Service: 7-1-1 (TTY and voice). TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

GENERAL INFORMATION

Applications are available at local offices of the Employment Development Department, the Department noted on the bulletin, or on the Internet at [CalCareer Account](#).

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 the other 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 Department of General Services 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 the 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 candidates and conditions warrant as determined by the departmental testing office. Ordinarily, 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) sub-divisional 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 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 exams investigation may be made of employment records and personal history--fingerprinting may be required.

High School Equivalence: Equivalent 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 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.

Bulletin Revision Date: 08/20/2020



Bookbinder II & III Series Qualifications Assessment

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GENERAL INSTRUCTIONS

READ INSTRUCTIONS CAREFULLY

This Qualifications Assessment is the examination for the Bookbinder II & III classifications. These examinations will provide you with an opportunity to demonstrate your knowledge and experience in a variety of areas.

The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed onto an eligible list. The list will be used by Department of General Services and Department of Motor Vehicles to fill existing positions. A “Conditions of Employment” form is included in this examination which will allow you to select the location and time base you are interested in working.

It is required that you personally complete this examination accurately and without assistance. This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score. Additional instructions are provided on the following pages.

WHAT DOES THE EXAMINATION PACKAGE CONSIST OF?

The Examination Package consists the following:

- Complete the State of California [Examination Application \(STD. 678\)](#) and be sure to sign and date the application. Please refrain from writing “see resume” under the duties performed on the application.
- Your completed Qualifications Assessment.
- All documents required for completion: Candidate Information, Prior State Employment Information, Conditions of Employment, and Affirmation Statement.
- Any supporting documentation to meet the minimum qualifications (see bulletin for minimum qualifications). For example, if you are meeting the minimum qualifications with education, you must include a copy of your diploma and/or official transcript(s). A copy of the official marked transcript is sufficient. The seal may be broken on the envelope upon your receipt of your transcript.

If any of the above-mentioned documents are not completed and/or submitted, you may be disqualified from this examination.

MAILING INSTRUCTIONS

You may mail or deliver in person your completed Qualifications Assessment Package to the following address:

Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Attention: Kathie Raftery

If you choose to deliver your Qualifications Assessment Package, our business hours and days are between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Note:

- Candidates whose Qualification Assessment Package is postmarked, personally delivered, or received via interoffice mail **after** the final filing date will be disqualified from the examination.
- Be sure your envelope has **adequate postage including a postmark date** if submitting via mail.
- Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.
- Facsimiles (FAX) OR email copies will **NOT** be accepted under any circumstances.
- Keep a photocopy of your completed Qualifications Assessment Package for your records.

Bookbinder II & III Qualifications Assessment

CANDIDATE INFORMATION

Name: _____

Social Security Number: _____

Home Telephone Number: _____

Work Telephone Number: _____

E-mail Address: _____

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. **IF THIS DOES NOT APPLY TO YOU, please mark the "Not Applicable" box below and continue to the next section.**

State Personnel Board, Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE
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CONDITIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE

Note: Positions are not available at all locations. Please refer to the official examination bulletin for information regarding current available positions and their locations.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form below.

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- (D) Permanent Full-Time (R) Permanent Part-Time
 (K) Limited-Term Full-Time (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

LOCATION(S) YOU ARE WILLING TO WORK:

5 ANYWHERE IN THE STATE – If checked, no further selection is necessary

NORTHERN CALIFORNIA

- | | | | |
|---|---|--|---------------------------------------|
| <input type="checkbox"/> 0400 Butte | <input type="checkbox"/> 1700 Lake | <input type="checkbox"/> 3100 Placer | <input type="checkbox"/> 4900 Sonoma |
| <input type="checkbox"/> 0600 Colusa | <input type="checkbox"/> 1800 Lassen | <input type="checkbox"/> 3200 Plumas | <input type="checkbox"/> 5100 Sutter |
| <input type="checkbox"/> 0800 Del Norte | <input type="checkbox"/> 2300 Mendocino | <input type="checkbox"/> 3400 Sacramento | <input type="checkbox"/> 5200 Tehama |
| <input type="checkbox"/> 0900 El Dorado | <input type="checkbox"/> 2500 Modoc | <input type="checkbox"/> 4500 Shasta | <input type="checkbox"/> 5300 Trinity |
| <input type="checkbox"/> 1100 Glenn | <input type="checkbox"/> 2800 Napa | <input type="checkbox"/> 4600 Sierra | <input type="checkbox"/> 5700 Yolo |
| <input type="checkbox"/> 1200 Humboldt | <input type="checkbox"/> 2900 Nevada | <input type="checkbox"/> 4700 Siskiyou | <input type="checkbox"/> 5800 Yuba |

CENTRAL CALIFORNIA

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> 0100 Alameda | <input type="checkbox"/> 1500 Kern | <input type="checkbox"/> 2700 Monterey | <input type="checkbox"/> 4300 Santa Clara |
| <input type="checkbox"/> 0200 Alpine | <input type="checkbox"/> 1600 Kings | <input type="checkbox"/> 3500 San Benito | <input type="checkbox"/> 4400 Santa Cruz |
| <input type="checkbox"/> 0300 Amador | <input type="checkbox"/> 2000 Madera | <input type="checkbox"/> 3800 San Francisco | <input type="checkbox"/> 4800 Solano |
| <input type="checkbox"/> 0500 Calaveras | <input type="checkbox"/> 2100 Marin | <input type="checkbox"/> 3900 San Joaquin | <input type="checkbox"/> 5000 Stanislaus |
| <input type="checkbox"/> 0700 Contra Costa | <input type="checkbox"/> 2200 Mariposa | <input type="checkbox"/> 4000 San Luis Obispo | <input type="checkbox"/> 5400 Tulare |
| <input type="checkbox"/> 1000 Fresno | <input type="checkbox"/> 2400 Merced | <input type="checkbox"/> 4100 San Mateo | <input type="checkbox"/> 5500 Tuolumne |
| <input type="checkbox"/> 1400 Inyo | <input type="checkbox"/> 2600 Mono | | |

SOUTHERN CALIFORNIA

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> 1300 Imperial | <input type="checkbox"/> 1900 Los Angeles | <input type="checkbox"/> 3000 Orange | <input type="checkbox"/> 3300 Riverside |
| <input type="checkbox"/> 3600 San Bernardino | <input type="checkbox"/> 3700 San Diego | <input type="checkbox"/> 4200 Santa Barbara | <input type="checkbox"/> 5600 Ventura |

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

Please refer to your [CalCareer Account](#) and log into to update address changes and/or availability for employment changes or contact Department of General Services for assistance at the following address:

Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Attention: Kathie Raftery
(916) 376-5421

START HERE FOR THE QUALIFICATIONS ASSESSMENT

EXPERIENCE – QUALIFICATIONS ASSESSMENT

Read each statement carefully and select the option that best relates to your experience. Your experience includes your education, training courses, and/or work experience (paid or not paid).

Complete statements 1 – 17 for both Bookbinder II & III exams.

1. Set up bookbinding equipment (e.g., drills, mutli-stitch, plastic wrap, auto-padder, single stitcher machine, auto wrap, etc.) to support the bookbinding functions for quality.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
 12 months to 23 months
 Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
 Monthly/Quarterly
 Semi-Annual/Annual
 Never

Have you performed this task within the last 5 years?

- Yes
 No

2. Operates bookbinding equipment (e.g., drills, multi-stitch, plastic wrap, auto-padder, single stitcher machine, auto wrap, etc.) to support the bookbinding functions for quality.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
 12 months to 23 months
 Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
 Monthly/Quarterly
 Semi-Annual/Annual
 Never

Have you performed this task within the last 5 years?

- Yes
 No

3. Assists other Bookbinders in set up and operation of the various bindery equipment to support the bookbinding functions using various tools, tape machines, etcetera.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
 12 months to 23 months
 Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
 Monthly/Quarterly
 Semi-Annual/Annual
 Never

Have you performed this task within the last 5 years?

- Yes
 No

4. Reads and understands job ticket instructions to produce quality bindery work.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
 12 months to 23 months
 Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
 Monthly/Quarterly
 Semi-Annual/Annual
 Never

Have you performed this task within the last 5 years?

- Yes
 No

5. Verifies job orders to satisfy internal and external customers using various computer equipment and/or logs.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
 12 months to 23 months
 Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
 Monthly/Quarterly
 Semi-Annual/Annual
 Never

Have you performed this task within the last 5 years?

- Yes
 No

6. Feeds blank or printed material into gathering, perfect binder, saddle-stitcher, gatherall and addressing machines (as part of a crew) to support the bookbinding functions.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

7. Loads tables, bins, conveyors, etc. to support the bookbinding functions.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

8. Opens bundled signatures at gathering, saddle-stitcher, gatherall and addressing machine to support the bookbinding functions.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

9. Adjusts bookbinding equipment (e.g., Bourg 10 bin high speed collator, Bourg 18 Station Modulen collator, high speed production folder with right angle attachment, and standard numbering machines) to support bookbinding functions and to ensure product quality.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
 12 months to 23 months
 Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
 Monthly/Quarterly
 Semi-Annual/Annual
 Never

Have you performed this task within the last 5 years?

- Yes
 No

10. Performs as lead for crew members in the operation of the bindery equipment as required by the job ticket.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
 12 months to 23 months
 Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
 Monthly/Quarterly
 Semi-Annual/Annual
 Never

Have you performed this task within the last 5 years?

- Yes
 No

11. Performs and/or assists in maintenance and operation of the bookbinding equipment to ensure production will be met using various tools (e.g., grease guns, air hose, wrenches, screw drivers, tape measures, etc.).

Select one that best relates to the length of your experience performing this task:

- 24 plus months
 12 months to 23 months
 Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
 Monthly/Quarterly
 Semi-Annual/Annual
 Never

Have you performed this task within the last 5 years?

- Yes
 No

12. Updates maintenance logs to keep machines in operating order by using pens, pencils, books, etc.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

13. Cleans and maintains a neat and organized work environment to promote efficiency and safety.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

14. Operates forklift (only with certification) to maintain workflow throughout the bindery in accordance with the safety guidelines.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

15. Operates various support equipment such as the tape machine, computers, etc. to complete various tasks.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

16. Trains/direct employees, when required, in the operation of the Bindery functions to complete tasks.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

17. Sends Legislative items (e.g., bills, chapters, etc.) to the State Capitol, Senate and Assembly, Secretary of State, legislative offices, State Library and other locations.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

PLEASE READ BELOW

IF YOU ARE ONLY TAKING THE BOOKBINDER II EXAM, SKIP STATEMENTS 18 - 41 AND GO TO THE KNOWLEDGE, SKILLS, AND ABILITY ON PAGE 20.

IF YOU ARE TAKING THE BOOKBINDER III EXAM, CONTINUE AND COMPLETE STATEMENTS 18 - 41.

18. Inspects work environment for hazards (e.g., faulty set-ups, electrical problems, leaks, faulty sensors) to avoid injury and/or damage to products.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
 12 months to 23 months
 Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
 Monthly/Quarterly
 Semi-Annual/Annual
 Never

Have you performed this task within the last 5 years?

- Yes
 No

19. Follows required safety procedures using proper safety equipment to prevent injuries while performing finishing work.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
 12 months to 23 months
 Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
 Monthly/Quarterly
 Semi-Annual/Annual
 Never

Have you performed this task within the last 5 years?

- Yes
 No

20. Maintains records of production to track and document job status for work in progress and completed work using approved forms.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

21. Labels or tags jobs for stage of completion to forward jobs and/or to close out work orders.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

22. Orders general supplies and materials to complete bookbinder functions.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

23. Sets up bookbinding equipment of average complexity (e.g., board cutters, 10 bin high speed collator/gatherall, 18 Station collator/gatherall, folder with right angle attachment, saddle stitch, buckle folders, ink jet addressing machines and standard numbering machines) to meet work order specifications.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

24. Operates bookbinding equipment of average complexity (e.g., board cutters, 10 bin high speed collator/gatherall, 18 Station collator/gatherall, folder with right angle attachment, saddle stitch, buckle folders, ink jet addressing machines and standard numbering machines) safely and efficiently to process jobs correctly and timely.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

25. Checks parent stock grain and cut accordingly to avoid cracking or damage to product.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

26. Completes finishing work to ensure product quality and proper documentation of jobs meet customer requests.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

27. Cuts stock to specified dimensions using board shears, hand cutters, or cutting machines.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

28. Identifies finishing techniques required for each job to ensure the right techniques are used to meet customer expectations.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

29. Stocks supplies, chemicals and other printing/finishing materials safely in accordance with departmental policies and regulations.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

30. Uses hand tools such as spoons, rulers, tape measures, tape guns, bone folders, knives, hammers, or brass binding tools to complete jobs to meet customer specifications.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

31. Moves materials weighing up to 50 pounds by hand, cart, pallet jack, or forklift using proper lifting technique and/or safety procedures to ensure personal safety and prevent damage to material.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

32. Palletizes printed products to prepare them for storage or delivery following standard procedures and guidelines to maintain product quality.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

33. Performs quality checks of product output (e.g., proof, pull product samples and inspect for composition, alignment, color, positioning, pagination and registration), as needed, to ensure consistent product quality.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

34. Performs test runs and evaluates equipment set-up and calibration before entering production to ensure quality of product and efficiency in equipment operation.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

35. Prioritizes work daily by urgency, job size, equipment availability and due dates of jobs to ensure work is processed timely (e.g., reads load tags and work orders, walks the floor to check for new jobs and due dates).

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

36. Reads finishing specifications on job orders to know how to process the job to satisfy customer requests.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

37. Repairs equipment, as necessary, using established procedures and guidelines.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

38. Fills in by performing a lower level of job responsibility when needed (e.g., feeding gathering machines, etc.)

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

39. Discusses jobs with coworkers to determine the most effective way to process special jobs due to short timelines or unusual circumstances.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

40. Communicates with management, staff, and/or customers to clarify job specifications in order to process jobs correctly and timely.

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

41. Informs supervisor about scheduling or production issues (e.g., the possibility of not completing jobs on-time or of equipment malfunction) to ensure production issues are resolved as approved by management

Select one that best relates to the length of your experience performing this task:

- 24 plus months
- 12 months to 23 months
- Zero to 11 months

Select one that best relates to how often you performed this task:

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

**CONTINUE TO THE NEXT PAGE FOR KNOWLEDGE, SKILLS, ABILITY –
QUALIFICATIONS ASSESSMENT**

KNOWLEDGE, SKILL OR ABILITY (KSA) - QUALIFICATIONS ASSESSMENT

Read each statement carefully and select the option that best relates to your knowledge, skill or ability (KSA). Your knowledge, skill or ability includes your education, training courses, and/or work experience (paid or not paid).

Complete statements 1 – 20 for both Bookbinder II & III exams.

1. Knowledge of printing plant equipment, machinery operations and terminology to produce quality bindery work.

Select one that best describes your knowledge:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

2. Knowledge of types of paper stock and proper methods of paper movement and handling in order to fill job orders.

Select one that best describes your knowledge:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

3. Knowledge of the processes (e.g., separating orders, strapping, palletizing) for binding Legislative items.

Select one that best describes your knowledge:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

4. Knowledge of basic math (e.g., counting, addition, multiplication) in order to meet job ticket requirements.

Select one that best describes your knowledge:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

5. Knowledge of basic computer functions (e.g., using a keyboard) to produce labels to meet job specifications.

Select one that best describes your knowledge:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

6. Knowledge of tools and equipment used in general bookbinding (e.g. drills, multi-head stitchers, padding machines) to produce quality bindery work.

Select one that best describes your knowledge:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

7. Knowledge of safety hazards, procedures, policies, and equipment to maintain a safe work environment.

Select one that best describes your knowledge:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

8. Skill to maintain a neat and clean work area (e.g., dusting, sweeping) in order to maintain a safe environment.

Select one that best describes your skill:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

9. Skill to perform bookbinding equipment maintenance (e.g. clean and oil small machines) to ensure production is met.

Select one that best describes your skill:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

10. Skill to feed bundles (e.g., signatures, covers, envelopes) into pocket feeders to produce books.

Select one that best describes your skill:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

11. Skill to adjust running equipment to keep machines operating efficiently (e.g., speed of conveyor belts, temperature of seal heat).

Select one that best describes your skill:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

12. Ability to communicate effectively (e.g., speak clearly, precisely, respectfully) while directing crew with bindery functions.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

13. Ability to closely and consistently follow oral and written instructions to complete bindery tasks.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

14. Ability to move and/or lift up to 50 pounds to handle stock or other materials

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

15. Ability to set up and operate complex non-journey level equipment (e.g. drilling machines, padding machines, plastic wraps) to produce quality bindery work.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

16. Ability to lead a bindery crew in processes of bindery operations to process job tickets efficiently.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

17. Ability to work effectively as a team member with co-workers and management for effective bindery operations.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

18. Ability to work effectively and efficiently under pressure to meet scheduling deadlines.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

19. Ability to operate safety equipment (e.g. hand truck, pallet jack, forklift) properly to avoid injury and/or damage.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

20. Ability to read written material (e.g., job specifications, work orders, informational memorandums, policies, procedures, manuals and guidelines) to correctly understand instructions.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

PLEASE READ BELOW

IF YOU ARE ONLY TAKING THE BOOKBINDER II EXAM, SKIP STATEMENTS 21 - 41 AND GO TO PAGE 28 WHICH IS THE AFFIRMATION AGREEMENT YOU MUST READ AND SIGN.

IF YOU ARE TAKING THE BOOKBINDER III EXAM, CONTINUE AND COMPLETE STATEMENTS 21 - 41.

21. Knowledge on how to read the job ticket effectively to produce quality bindery work.

Select one that best describes your knowledge:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

22. Knowledge of tools, and equipment used in general bookbinding, job forwarding, and finishing to produce quality bindery work.

Select one that best describes your knowledge:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

23. Knowledge of the operation, adjustment, and maintenance of bookbinding equipment of average complexity to produce quality bindery work.

Select one that best describes your knowledge:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

24. Knowledge of finishing equipment.

Select one that best describes your knowledge:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

25. Knowledge of general bookbinding and finishing processes and procedures including quality checking or proofing.

Select one that best describes your knowledge:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

26. Knowledge of how to adjust bookbinding equipment to achieve high quality products and high efficiency in equipment operation.

Select one that best describes your knowledge:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

27. Knowledge of materials used in bookbinding (e.g., chemicals, padding solution, paper sizes, weights, textures, finishes, grain, uses).

Select one that best describes your knowledge:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

28. Knowledge of safety hazards, procedures, policies, and equipment to avoid injuries.

Select one that best describes your knowledge:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

29. Knowledge of the time required to process jobs sufficiently in a workday.

Select one that best describes your knowledge:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

30. Knowledge of hand finishing processes to process work as required.

Select one that best describes your knowledge:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

31. Skill to use rulers to consistently measure materials with accuracy and precision to avoid costly errors in finished products.

Select one that best describes your skill:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

32. Skill in the operation, adjustment, and maintenance of bookbinding equipment of average complexity to produce quality bindery work.

Select one that best describes your skill:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

33. Ability to forward jobs to ensure that work processes continue without avoidable delays.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

34. Ability to follow directions to produce quality bindery work.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

35. Ability to set up and operate equipment (e.g. buckle folders, sheet counters, addressing machine, gatheralls, etc.) of average complexity to produce quality bindery work.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

36. Ability to bind books by hand to produce quality bindery work.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

37. Ability to work independently to produce quality binder work.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

38. Ability to accurately troubleshoot mechanical problems and identify their causes.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

39. Ability to pay close attention to detail to ensure job order specifications are met consistently.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

40. Ability to prioritize and manage workload appropriately to ensure work is completed timely and accurately.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

41. Ability to identify and correct product quality issues to avoid waste and ensure customer satisfaction.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT

AFFIRMATION STATEMENT

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand the information provided by me on this Qualifications Assessment is true and correct to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

It is a violation of Government Code Section 18935 “to practice any deception or fraud” on your application, on this Qualifications Assessment, or any other documentation you submit to obtain state employment eligibility.

SIGNATURE:

DATE:

NAME (PRINTED):

THIS COMPLETES THE EXAMINATION PACKAGE