

\*\*\*This is only a **preview** of the exam task statements for the Training & Experience Examination. You will be asked to respond to each task statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the “Click here to go to the Internet exam” link at the bottom of the bulletin.

## **Training and Experience Evaluation Preview Warehouse Manager 2**

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the hiring process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

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To answer all the test items (task statements) in this exam, you will be required to either choose from among the provided answers, or to enter (type in) specific information about your experience, your education, and your formal training. Educational and work references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your education and training. Providing the type of education and/or formal training courses will also be necessary to complete this online examination.

### **Verification of References**

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

If it is determined at any time that you have made any false or inaccurate representations in any of the information you have provided, you may be disqualified from this process, suffer loss of State employment, and/or suffer loss of right to compete in any future State of California hiring processes. You are solely responsible for the accuracy of the responses provided.

This warning has been provided to protect your rights as a job candidate as well as the rights of the State. Be advised that you are expected to answer truthfully and accurately.

### **Instructions**

Rate your experience performing specific job-related tasks.

Respond to each of the following task statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

### **Tasks for Warehouse Manager 2**

1. Maintaining inventory control of warehouse stock items to ensure accuracy and integrity of inventory.
2. Monitoring the inspection, maintenance, and replacement of warehouse powered and non-powered material handling equipment.
3. Managing employee and workplace safety programs related to staff, equipment, and the warehouse to ensure adherence to all applicable safety regulations.
4. Planning and prioritizing work schedules to assign duties based on fluctuating workloads and staff availability to maintain the operational needs of the institution.
5. Overseeing the work activities of employees to assess the quality and timeliness of work tasks completed.
6. Facilitating the training and development of subordinate staff, including coaching, mentoring, and providing career guidance.
7. Resolving disagreements and conflicts involving staff members to maintain positive morale and improve productivity.
8. Overseeing the organization of warehouse materials to optimize space utilization and ensure proper organization of incoming and existing materials.
9. Overseeing the completion of staff training requirements including policies/procedures and work related activities (e.g., employee safety, handling and storage of hazardous materials, use of standard and specialized equipment, proper organization of warehouse materials).

10. Conducting or overseeing the timely hiring of personnel to fill vacant positions in compliance with Equal Employment (EEO) and other regulations.
11. Developing and implementing new processes and/or procedures to improve efficiency and safety in the workplace.