

**\*\*This is only a preview of the exam questions. To take the actual exam, please go back to the official bulletin, and click the exam link at the bottom.\*\***

## **Training and Experience Evaluation Materials & Stores Specialist Consortium**

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 experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination 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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### **Number of Questions: 1 – 10**

To answer all the test items 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. Work references will also be requested. Be prepared to give specific information about the length and breadth of your work experience.

### **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, experience, duties, achievements, and/or possession of knowledge 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 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.

**PLEASE NOTE:** This examination is designed to gain an overall assessment of your experience as it directly relates to the duties and the knowledge and abilities required for this position. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

1. Reviewing purchase documents and storeroom supply orders to ensure distribution to the designated area within the organization.
2. Receiving and inspecting equipment, supplies, and/or commodities to determine order accuracy.
3. Loading and/or unloading trucks or other common carriers safely using appropriate equipment/vehicles (e.g., forklift, pallet jack, hand truck).
4. Organizing warehouse stores to ensure space is used efficiently.
5. Notifying vendors and/or shipping companies of delivery discrepancies, unacceptable merchandise, and/or damaged goods by phone, email, or in person.
6. Utilizing Material Safety Data Sheets (MSDS) to safely store and handle potentially hazardous chemicals, materials, and supplies.
7. Planning work schedules and assigning duties to maintain the operational needs of the warehouse.
8. Facilitating safety meetings to ensure all staff are made aware of current safety laws and procedures.
9. Prioritizing the work activities of employees to ensure critical timelines are met.
10. Overseeing the inventory process including reconciling discrepancies and/or maintaining adequate supply levels