

WAREHOUSE WORKER

CLASS CODE –6220 – 2PB10

Department(s):

Department of State Hospitals
State Compensation Insurance Fund
Department of Motor Vehicles
Department of Transportation
Department of General Services
Franchise Tax Board
Department of Parks and Recreation
Department of Education
Board of Equalization
California State Lottery
Employment Development Department
Department of Social Services
California Environmental Protection Agency
California Technology Agency
California Department of Public Health

Opening Date:

4/12/2012

Final Filing Date:

Continuous

Type of Examination:

Multi-Departmental Open

Salary:

A 2,877.00-3,284.00

B 3,128.00-3,591.00

INTRODUCTION

IMPORTANT TESTING INFORMATION:

Self -scheduling for Testing in Sacramento, CA will open on Wednesday, April 2, 2014, at 11am. Come back to the website on THIS DATE ‘‘Wednesday, April 2nd, 2014’’, at 11am and click on the link at the bottom of the bulletin to schedule (online) for the Written test THAT will take place on Saturday, April 12th, 2014.

See section titled ‘‘Filing Instructions’’ of this bulletin to help you schedule yourself for this examination.

ALSO

UPCOMING LOS ANGELES AREA TESTING- ANTICIPATED MAY/JUNE- PLEASE CONTINUE TO MONITOR THE WEBSITE FOR MORE DETAILS TO FOLLOW. EEO

An equal opportunity employer to all regardless of race, color, religion, sex, gender identity or expression, national origin, age, ancestry, disability, marital status, political affiliation, sexual orientation, or genetic information. **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.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Written Examination at any time.

Once you have taken the Written Examination, you may not retake it for 12 months.

FILING INSTRUCTIONS

The online application filing process will consist of an online self-scheduling process. Test dates for various locations will be posted and updated as new test dates become available. The current test schedule is as follows:

Test Location Schedule Date Written Test Date

Employment Development Wednesday, April 2, 2014 @ 11am Saturday, April 12, 2014

Department

*****SEATING IS LIMITED AND THE CAPACITY OF SEATING FILLS UP VERY QUICKLY. THE ABILITY TO SCHEDULE WILL NOT BE AVAILABLE ONCE THE TEST SITE IS COMPLETELY FILLED TO CAPACITY.*****

HOW TO APPLY:

To self-schedule yourself for a written test date, you must first establish a profile.

Carefully follow the instructions below:

- 1) Go to website <https://jobs.ca.gov>
- 2) Find this Exam Bulletin "Warehouse Worker" in the " Search Exam and Job Vacancies" window.
- 3) Read this Exam Bulletin "Warehouse Worker" carefully for minimum qualifications, written test information; test dates and scheduling information.
- 4) Scroll to the bottom of this Exam Bulletin to the "Taking the Exam" header. Click here to apply for and to self-schedule the Warehouse Worker written exam" link.
- 5) Enter your User ID and Password or create a new profile if you do not currently have one.
- 6) Answer the "Equal Employment Opportunity", the "Personal Information", and the Minimum Qualifications" questions.
- 7) Review the available test dates and times and make your selection.
- 8) Print out two copies of the "Notice to Appear". You will need to bring a copy to the exam.

WHERE TO APPLY: Click on the link at the bottom of this bulletin.

TIPS

- 1) .Save/Bookmark this bulletin page under your browser's favorites, so that you don't have to search for it again when you are about to schedule.
- 2) Keep in mind when signing-in that your User I.D. and Password are case sensitive.
- 3) Make sure you are using one of the following browsers:

Safari

Internet Explorer 8 9 or 10 (Recommended 9 or 10)

Google Chrome

Firefox SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact the California Department of Human Resources (CalHR), Examination Services at (866) 844-8671, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY

Phones and (800)

735-2922 from voice phones.

SALARY INFORMATION

A 2,877.00-3,284.00

B 3,128.00-3,591.00 ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the California Department of Human Resources for use by the other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Examination to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Required Identification: Applicants must bring photo identification or two forms of signed identification to the written examination.

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Possession of a Class C California driver license (formerly known as Class 3) valid for operation of any

two-axle single motor vehicle and one towed vehicle (i.e., a trailer with a gross weight of 6,000 pounds or less).*

And

Either I
One year of experience in the California state service performing the duties of a Service Assistant

(Warehouse and Stores).

Or II

One year of experience assisting in the receipt, storage or issue of materials from a centralized stockroom or warehouse.

(*Applicants who do not possess the license will be admitted to the examination, but must secure the license prior to the appointment.)

Additional Desirable Qualification: Equivalent to graduation from high school

POSITION DESCRIPTION

Under supervision, to perform journeyman work in the receipt, storage, inventory, and issue of materials; to use powered or non-powered materials handling equipment as necessary; may instruct lead

or supervise inmates, wards or resident workers; and to do other related work.

Positions exist throughout the State.

0100-Alameda 3700-San Diego

0400-Butte 3800-San Francisco

0700-Contra Costa 3900-San Joaquin

1000-Fresno 4000-San Luis Obispo

1900-Los Angeles 4400-Santa Cruz

2800-Napa 4500-Shasta

3000-Orange 4800-Solano

3300-Riverside 4900-Tuolumne

3400-Sacramento 5700-Yolo

3600-San Bernardino 5800-Yuba

EXAMINATION INFORMATION

The examination will consist of a multiple choice written test weighted 100%. Candidates must attain an

overall minimum score of 70% in order to be placed on the eligible list.

Calculator Usage:

Hand-held calculators will be permitted and issued to you on the day of the written examination.

Note: Cell phones, palm pilots, and other electronic devices may not be used during the examination.

SCOPE OF EXAMINATION

WRITTEN TEST – WEIGHTED 100%

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, the examination has been developed to measure relative to job demands, each competitor's knowledge and abilities listed in the "Knowledge and Abilities" section.

The examination for Warehouse Worker consists of the following four test sections:

Test Section

Subject

I

Knowledge

II

Reading Comprehension

III

Verification/Filing

IV

Arithmetic Calculations

KNOWLEDGE AND ABILITIES

A. Knowledge of:

1. The methods and practices used in storing, shipping, packing and unpacking materials and supplies for warehouse shipments, deliveries, and storage.
2. Inventory procedures and records for warehouse materials and equipment.
3. The powered materials handling equipment (e.g., carts, forklifts, standup lifts, pallet jacks) used in receiving, storing, and shipping materials and supplies.
4. The equipment and function of forklifts for safety inspection and in receiving, shipping, storing and moving warehouse materials and supplies.
5. The manual materials handling equipment (e.g., carts, ladders, pallet jacks, dollies) used in receiving, storing, and shipping materials and supplies.
6. Basic mathematics operations (e.g., addition, subtraction, multiplication, division, percentages, order of operations) for checking, counting, shipping, and tracking materials.
7. Different units of measurement (e.g., cases, individual units) for checking, counting, shipping, and tracking material.
8. Common forms and documents used in receiving and shipping materials, supplies, and/or equipment.

B. Ability to:

1. Store materials, supplies, and equipment in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
2. Determine and execute proper storage methods, identification, and stock location based on shelf life and space availability.
3. Practice personal safety and vigilance in the identification of safety and security hazards to actively support a safe and hazard free working environment.
4. Use proper body mechanics while lifting to avoid injuries and comply with safe handling procedures regarding receiving, storing, and shipping materials, supplies, and/or equipment.

5. Discern details to receive, store, and ship materials and supplies in a safe manner.
6. Perform mathematical computations (e.g., addition, subtraction, multiplication, division, ratios, percentages) for checking, counting, shipping, and tracking materials.
7. Identify information, materials, and resources needed to complete a project or assignment.
8. Complete tasks in a timely, detailed, and orderly manner.
9. Identify and anticipate problems and act proactively.
10. Analyze and evaluate situations accurately and thoroughly to determine and implement effective, appropriate courses of action.
11. Use logic and reasoning to identify strengths and weaknesses of alternative approaches or solutions to allow for an effective resolution of problems.
12. Arrange items or actions in to logical orders or patterns according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
13. Follow instructions to ensure adequate comprehensive and follow through.
14. Read and comprehend written materials (e.g., references, summaries, memos, letters) in order to apply information and determine appropriate courses of action.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

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.

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

California Department of Human Resources

Attn: Examination Services

1515 S Street

Sacramento, CA 95811

Phone: 1-866-844-8671

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

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

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the testing department three weeks after the Final Filing Date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

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. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at <http://www.jobs.ca.gov/> and local offices of the Employment Development Department.

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 this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should 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.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to 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. For more information, you may refer to the classification specification <http://www.calhr.ca.gov/state-hr-professionals/pages/6220.aspx>

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the 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.

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, and 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 the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded 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 (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

TAKING THE EXAM

You must schedule yourself to participate in this written examination. Self-scheduling for this examination is offered on a first-come-first served basis for each written exam date.

Click the link below to file for the Warehouse Worker exam.

Notice: The retake period for this examination is twelve (12) months.
[Click here to Apply and Schedule for the Written Test for Warehouse Worker.](#)