



**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
OFFICE OF WORKFORCE PLANNING
QUALIFICATIONS ASSESSMENT**

CARPENTER III, CORRECTIONAL FACILITY

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the **Carpenter III, Correctional Facility** classification with the California Department of Corrections and Rehabilitation (CDCR). 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 on an eligible list for the classification listed above. The list will be used to fill positions throughout CDCR. A "Conditions of Employment" form is included in this examination which will allow you to select the time bases you are interested in working. It is **required** that you **personally complete** this examination accurately and without assistance.

You will be evaluated based on your ability to follow directions and read, interpret, and respond appropriately to the questions in this Qualifications Assessment. Candidates who fail to follow the instructions will be eliminated from this examination.

THIS AFFIRMATION MUST BE COMPLETED.

I hereby certify that the information provided on this Qualifications Assessment Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of state employment, and/or suffer loss of right to compete in any future state examinations.

Name (Printed): _____

Address: _____

City/State/Zip Code: _____

Home Telephone Number: _____

Work Telephone Number: _____

Signature: _____

Date: _____

YOUR COMPLETED QUALIFICATIONS ASSESSMENT AND EXAMINATION APPLICATION (STD. 678) MUST INCLUDE YOUR ORIGINAL SIGNATURE. COMPLETED QUALIFICATIONS ASSESSMENTS AND EXAMINATION APPLICATIONS MUST BE MAILED OR DELIVERED TO THE FOLLOWING LOCATION:

Mail to:

Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001

or Deliver in Person to:

Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Office of Workforce Planning, Room 101N
(916) 322-2545

NOTE:

- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

GENERAL INSTRUCTIONS

This process is the entire examination for the above classification. Therefore, please be sure to review and follow all instructions carefully as missing or incomplete information may result in disqualification or a lower score.

The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for the Carpenter III, Correctional Facility classification. You must ensure that you have reviewed each of the following areas:

- Affirmation Statement (page 1)
- General Instructions / Prior State Employment (page 2)
- Conditions of Employment (page 3-4)
- Rating Instructions (page 5)
- Knowledge & Work Experience – Carpenter III, Correctional Facility (pages 6-15)
- Recruitment Questionnaire/Mailing Instructions (page 16)

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the eligible list / certification list
- Loss of State employment
- Loss of rights to compete in any future state examinations

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 skip this question.**

Do you have written permission from the Department of Human Resources (CalHR) to take this examination?

<input type="checkbox"/>	YES
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<input type="checkbox"/>	NO
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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.

CONDITIONS OF EMPLOYMENT FORM FOR CARPENTER III, CORRECTIONAL FACILITY

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

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

TYPE OF APPOINTMENT YOU WILL ACCEPT

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

0005 **ANYWHERE IN THE STATE - If this box is marked, no further selection is necessary.**

***NOTE:** California State Prison has been abbreviated as "CSP." Youth Correctional Facility has been abbreviated as "YCF." Youth Correctional Center has been abbreviated as "YCC."*

NORTHERN REGION

<input type="checkbox"/> 0100 Alameda County	<input type="checkbox"/> 0200 Alpine County	<input type="checkbox"/> 0300 Amador County • Pine Grove Youth Conservation Camp
<input type="checkbox"/> 0400 Butte County	<input type="checkbox"/> 0500 Calaveras County	<input type="checkbox"/> 0600 Colusa County
<input type="checkbox"/> 0700 Contra Costa County	<input type="checkbox"/> 0800 Del Norte County • Pelican Bay State Prison	<input type="checkbox"/> 0900 El Dorado County
<input type="checkbox"/> 1100 Glenn County	<input type="checkbox"/> 1200 Humboldt County	<input type="checkbox"/> 1700 Lake County
<input type="checkbox"/> 1800 Lassen County • California Correctional Center • High Desert State Prison	<input type="checkbox"/> 2100 Marin County • CSP, San Quentin	<input type="checkbox"/> 2300 Mendocino County
<input type="checkbox"/> 2500 Modoc County	<input type="checkbox"/> 2800 Napa County	<input type="checkbox"/> 2900 Nevada County
<input type="checkbox"/> 3100 Placer County	<input type="checkbox"/> 3200 Plumas County	<input type="checkbox"/> 3400 Sacramento County • CSP, Sacramento • Folsom Women's Facility • Richard A. McGee Correctional Training Center
<input type="checkbox"/> 3800 San Francisco County	<input type="checkbox"/> 3900 San Joaquin County • California Health Care Facility • O.H. Close YCF • N.A. Chaderjian YCF • Northern California YCC	<input type="checkbox"/> 4100 San Mateo County
<input type="checkbox"/> 4500 Shasta County	<input type="checkbox"/> 4600 Sierra County	<input type="checkbox"/> 4700 Siskiyou County
<input type="checkbox"/> 4800 Solano County • California Medical Facility • CSP, Solano	<input type="checkbox"/> 4900 Sonoma County	<input type="checkbox"/> 5100 Sutter County
<input type="checkbox"/> 5200 Tehama County	<input type="checkbox"/> 5300 Trinity County	<input type="checkbox"/> 5500 Tuolumne County • Sierra Conservation Center
<input type="checkbox"/> 5700 Yolo County	<input type="checkbox"/> 5800 Yuba County	

CENTRAL REGION

<input type="checkbox"/> 1000	Fresno County • Pleasant Valley State Prison	<input type="checkbox"/> 1400	Inyo County	<input type="checkbox"/> 1500	Kern County • California City Correctional Facility • California Correctional Institution • Kern Valley State Prison • North Kern State Prison • Wasco State Prison
<input type="checkbox"/> 1600	Kings County • Avenal State Prison • CSP, Corcoran • CA Substance Abuse Treatment Facility	<input type="checkbox"/> 2000	Madera County • Central California Women's Facility • Valley State Prison	<input type="checkbox"/> 2200	Mariposa County
<input type="checkbox"/> 2400	Merced County	<input type="checkbox"/> 2600	Mono County	<input type="checkbox"/> 2700	Monterey County • Correctional Training Facility • Salinas Valley State Prison
<input type="checkbox"/> 3500	San Benito County	<input type="checkbox"/> 4000	San Luis Obispo County • California Men's Colony	<input type="checkbox"/> 4300	Santa Clara County
<input type="checkbox"/> 4400	Santa Cruz County	<input type="checkbox"/> 5000	Stanislaus County	<input type="checkbox"/> 5400	Tulare County

SOUTHERN REGION

<input type="checkbox"/> 1300	Imperial County • Calipatria State Prison • Centinela State Prison	<input type="checkbox"/> 1900	Los Angeles County • CSP, Los Angeles County	<input type="checkbox"/> 3000	Orange County
<input type="checkbox"/> 3300	Riverside County • California Rehabilitation Center • Chuckawalla Valley State Prison • Ironwood State Prison	<input type="checkbox"/> 3600	San Bernardino County • California Institution for Men • California Institution for Women	<input type="checkbox"/> 3700	San Diego County • RJ Donovan Correctional Facility
<input type="checkbox"/> 4200	Santa Barbara County	<input type="checkbox"/> 5600	Ventura County • Ventura YCF		

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

After list release, successful candidates may promptly update any address and/or availability for employment preference information by accessing their CalCareer account on the California Department of Human Resources (CalHR) website at www.jobs.ca.gov or notifying CDCR at the following address:

California Department of Corrections and Rehabilitation
 Division of Human Resources
 Office of Workforce Planning
 P.O. Box 942883
 Sacramento, CA 94283-0001
 Attn: Certification Unit

INSTRUCTIONS:

Using the rating scale(s) below, rate your knowledge and experience performing specific job-related actions.

Respond to each of the following statements (#1 - #28) by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the 2 scales provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

SCALE #1 - KNOWLEDGE RELATED TO PERFORMING THIS ACTION:

Extensive Knowledge

I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations **and** I have instructed others on specific aspects of this knowledge.

Moderate Knowledge

I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

Basic Knowledge

I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.

Limited Knowledge

I have some knowledge of how to perform this task, but I may require additional instruction to apply my knowledge effectively.

No Knowledge

I have no knowledge of how to perform this task or what it may entail.

SCALE #2 - EXPERIENCE RELATED TO PERFORMING THIS ACTION:

Extensive Experience

I have more than 6 years of experience in regularly performing this action **and** I have instructed others on this specific action.

Moderate Experience

I have more than 4 years, but less than 6 years of experience in this action **and** I can perform it independently.

Basic Experience

I have more than 2 years, but less than 4 years of experience in this action **and** I have performed it regularly with minimal or no assistance.

Limited Experience

I have less than 2 years of experience in performing this action **and** I may require assistance for successful performance.

No Experience

I have never performed this action.

1. Plan the work of others engaged in the construction, maintenance, alteration and repair of various buildings, structures, and fixtures.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

2. Advise the supervisor in the selection and procurement of construction materials, tools and equipment.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

3. Order tools and materials utilizing bid process fundamentals.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

4. Prepare estimates for a variety of jobs to include labor, materials, tools, equipment, etc.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

5. Coordinate with trades, contractors, and vendors regarding construction projects, preventive maintenance and repairs.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

6. Construct and inspect scaffolding.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

7. Fabricate various building elements (e.g., doors and hardware, window frames etc.).

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

8. Install various building elements (e.g., doors and hardware, window frames etc.).

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

9. Construct minor building structures (e.g., sheds, awnings, retaining walls, ramps, etc).

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

10. Install shoring to facilitate structural repairs (e.g., excavating, trenching).

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

11. Install fixtures (i.e., cabinets, shelving, work stations, partitions, etc.).

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

12. Perform alterations on various buildings, structures and fixtures (e.g., window frames, window screens, doors, door frames, etc.).

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

13. Perform repairs on various buildings, structures and fixtures (e.g., ceiling systems, flooring systems, roofing systems, cove base, etc.).

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

14. Perform preventive maintenance to various buildings, structures and fixtures.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

15. Inspect various projects for completion of work.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

16. Monitor the work of others engaged in the construction, maintenance, alteration and repair of various buildings, structures, and fixtures.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

17. Direct the work of others engaged in the construction, maintenance, alteration and repair of various buildings, structures, and fixtures.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

18. Maintain records (e.g., Safety Data Sheet, timekeeping, inventory, safety training).

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

19. Supervise others in order to maintain security of work areas and materials in the performance of daily activities.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

20. Inspect carpentry shop in order to ensure a safe and secure working environment.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

21. Communicate in a professional and effective manner with others.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

22. Promote and maintain a work environment free of discrimination and harassment.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

23. Interpret blueprints and drawings.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

24. Mix and pour concrete.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

25. Repair concrete (e.g., seal cracks, grind uneven surfaces, remove deteriorated areas).

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

26. Inspect concrete (e.g., walkways, driveways, etc.).

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

27. Repair asphalt (e.g., resurface, cold patching).

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

28. Inspect asphalt (e.g., roadways, parking lots, etc.).

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

RECRUITMENT QUESTIONNAIRE

These questions are not part of the examination. Responses are voluntary and will be used for recruitment statistics.

HOW DID YOU HEAR ABOUT THIS EXAMINATION?

Check the appropriate box below.

- Newspaper/Magazine Advertisement
- Internet (Social Media)
- California Department of Corrections and Rehabilitation employee
- Recruitment Mailing
- College/School
- Job Fair/Career Fair
- Other: _____

THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR CARPENTER III, CORRECTIONAL FACILITY

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