



EXAM TITLE: LEAD CUSTODIAN (CORRECTIONAL FACILITY)
CLASS CODE: 2005
EXAM CODE: 8PICU-02

Department: CALIFORNIA PRISON INDUSTRY AUTHORITY *and*
CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

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Type of Examination: OPEN - STATEWIDE

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an Equal Opportunity Employer to all, regardless of age, ancestry, color, disability (mental and physical) exercising the right to 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 workplace. Any applicant for 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.

POSITION(S) EXIST IN

Adult correctional institutions and juvenile facilities throughout the State and with the California Prison Industry Authority (CALPIA) – Central Office, Folsom

WHO SHOULD APPLY

Applicants who meet the minimum qualifications (entrance requirements) in this announcement and who have not taken the examination in the last 6 months may apply for this examination.

EXAMINATION INFORMATION

This examination consists of Training and Experience Self-Assessment examination weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

HOW TO APPLY

The Training and Experience examination is available on the internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Self-Assessment examination by clicking the link in the **TAKING THE EXAM** section of this bulletin.

If you do not have internet access, there are public access internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest internet terminal is located, and the policies related to usage. The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.

SALARY RANGE

\$2,622 - \$3,283

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please contact the Office of Workforce Planning (OWP) Main Line at (916) 322-2545 to make specific arrangements.

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922

THIS BULLETIN CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

ELIGIBLE LIST INFORMATION

Names of successful candidates will be merged onto the existing CALPIA eligible list in order of final scores regardless of test date. Eligibility expires 6 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retest to reestablish eligibility.

POSITION DESCRIPTION

A Lead Custodian (Correctional Facility), under the direction of a custodian supervisor or a higher-level business manager in a State correctional facility, either; (1) works with and supervises a group of custodians engaged in keeping a large building or area clean and orderly; or (2) plans, organizes, supervises, and assists with cleaning and janitorial work of a small group of custodians in a small office building or area; requisitions, receives, inspects, stores, and inventories supplies; receives complaints from building occupants and makes or recommends necessary adjustments; keeps records and prepares reports; maintains order and supervises the conduct of inmates, youthful offenders, residents, or patients; protects and maintains the safety and security of persons and property; instructs, leads, or supervises inmates, youthful offenders, or resident workers, as needed; maintains security of working areas and work materials; and does other related work.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement as of the date this test is taken.

MINIMUM QUALIFICATIONS

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 "II," or "III," etc. For example, candidates who possess 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.

Either I

One year of experience in the California State service performing the duties of a Custodian (Correctional Facility) or Custodian.

Or II

Experience: Two years of experience in janitorial work, one year of which must have been in a supervisory capacity over other employees and with responsibility for the janitorial work in an office or similar building. And

Education: Equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

SCOPE OF THE EXAM

A. Knowledge of (with particular reference to Lead Custodian (Correctional Facility)):

1. Methods, materials, chemicals, disinfectants, and equipment used in cleaning offices and public buildings
2. Sanitation and safety measures used in the operating, cleaning, and care of equipment and work areas
3. Use of purchase orders for janitorial supplies and equipment
4. A manager's/supervisor's responsibility for promoting equal opportunity in hiring, employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment

B. Ability to (with particular reference to Lead Custodian (Correctional Facility)):

1. Plan, organize, and direct the work of others
2. Give on-the-job instruction in janitorial practices
3. Keep inventories and make requisitions
4. Analyze situations accurately and adopt an effective course of action

SCOPE OF THE EXAM (CONT.)

5. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
6. Communicate effectively
7. Focus attention on details
8. Maintain and organize records

TAKING THE EXAM

Click the link below and you will be directed to the Training and Experience Self-Assessment examination or visit www.calpia.ca.gov. Once you have completed the Training and Experience Self-Assessment examination, you will receive your examination results.

[Click here to go to the Training and Experience Self-Assessment examination for Lead Custodian \(Correctional Facility\)](#)

VETERANS' PREFERENCE

Effective January 1, 2014, in accordance with Government Code 18793.1 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.

Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.

CAREER CREDITS

Career Credits will not be added to the final score for this examination, because it is an OPEN examination and therefore does not meet the requirements.

QUESTIONS?

If you have any questions concerning this announcement, please contact the OWP Main Line at (916) 322-2545 or e-mail examhelpdesk@cdcr.ca.gov.

GENERAL INFORMATION

CALPIA 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 civil service law and rules and all competitors will be notified accordingly.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement 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.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) Subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin and under certain circumstances may be extended beyond that time.

General Qualifications: Candidates should 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 examinations, an investigation may be made of employment records and personal history and fingerprinting may be required. Any limitation, which restricts a person from safely performing the essential functions of the position, may constitute the basis for removal of the candidate's name from the eligible list.

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing information on arrests and driving violations. Candidates will be fingerprinted to search fingerprint files to disclose any criminal record. The hiring agency will use this information to determine your suitability to become a CALPIA employee. Information collected for a background investigation is distinct from that required on the Examination Application (STD 678) which is completed prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required when completing the Examination Application.

GENERAL INFORMATION (CONT.)

Veterans' Preference Credits: Effective January 1, 2014, in accordance with Government Code 18793.1 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. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply to 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.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement: The California Prison Industry Authority does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements to Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

**CALIFORNIA PRISON INDUSTRY AUTHORITY
EXAMINATION UNIT
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