



**EXAM TITLE:** CUSTODIAN (CORRECTIONAL FACILITY)  
**CLASS CODE:** 2006  
**EXAM CODE:** 8PICU-01

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

**Bulletin Release Date:** JULY 16, 2018  
**Final Filing Date:** CONTINUOUS EXAMINATION FILING  
**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**

\$2,444 - \$3,059

#### **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 Custodian (Correctional Facility), under supervision, in a State correctional facility, performs janitorial duties in keeping an assigned office, building, or area clean and orderly; sweeps, scrubs, mops, waxes, and vacuums floors and/or carpets; dusts and polishes furniture and woodwork; empties waste receptacles; operates scrubbers, buffers, waxers, and other equipment and machinery; maintains order and supervises the conduct of inmates, youthful offenders, residents, or patients; protects and maintains the safety of persons and property; and gives experienced guidance to Service Assistants (Custodian), inmates, youthful offenders, residents, or patients in the performance of routine janitorial tasks, as needed.

## 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

Six months of experience in the California state service performing the duties of a Service Assistant (Custodian). (Promotional candidates who have completed four months of the required experience will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

### Or II

Six months of experience as a custodian.

## SPECIAL PERSONAL CHARACTERISTICS

Willingness to work at night

## 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 Custodian (Correctional Facility)):

1. Methods, materials, chemicals, disinfectants, and equipment used in janitorial work
2. Safety practices in janitorial work
3. The use of procurement documents for custodial supplies and equipment

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

1. Use and care for janitorial equipment and supplies
2. Follow directions
3. Communicate effectively at a level appropriate to the classification
4. Keep accurate inventories
5. Focus attention on details

## 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](http://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 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](mailto: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.

**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.

## **GENERAL INFORMATION (CONT.)**

**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.

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**CALIFORNIA PRISON INDUSTRY AUTHORITY  
EXAMINATION UNIT  
560 EAST NATOMA STREET \* FOLSOM, CA 95630-2200  
[www.calpia.ca.gov](http://www.calpia.ca.gov)**