



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

LAUNDRY SUPERVISOR II, CORRECTIONAL FACILITY (CF)

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the Laundry Supervisor II, CF 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" section is included in this examination which will allow you to select the time bases and location(s) 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:

- Candidates whose Qualifications Assessment and Examination Application are postmarked, personally delivered or received via interoffice mail after the due date will be eliminated from the examination.
- 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 LAUNDRY SUPERVISOR II, CF classification. You must ensure that you have reviewed each of the following areas:

- Affirmation Statement (page 1)
- General Instructions/Prior State Employment (pages 2 - 3)
- Conditions of Employment (pages 4 - 6)
- Rating Instructions (page 7)
- Knowledge & Work Experience – Laundry Supervisor II, CF (pages 9 - 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.**

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.

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

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

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the State.

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.

- Permanent Full-Time (D)** **Permanent Part-Time (R)** **Limited-Term Full-Time (K)** **Any (A)**

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.

PLEASE SEE REVERSE FOR MAP

- 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 Mule Creek State Prison 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 State Prison Richard A. McGee Correctional Training Center
<input type="checkbox"/> 3800 San Francisco County	<input type="checkbox"/> 3900 San Joaquin County Deuel Vocational Institute 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 (CONTINUED ON BACK)

<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
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CENTRAL REGION (CONTINUED)

<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 CSP, Centinela	<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

RATING 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 - 19 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 7 years of experience in regularly performing this action **and** I have instructed others on this specific action.

Moderate Experience

I have more than 5 years, but less than 6 years of experience performing this action **and** I can perform it independently.

Basic Experience

I have more than 4 years, but less than 5 years of experience performing this action **and** I have performed it regularly with minimal or no assistance.

Limited Experience

I have less than 4 years of experience in performing this action **and** I may require assistance for successful performance.

No Experience

I have never performed this action.

1. Assign and supervise employees/inmates training (e.g., operation and machinery, safety and cross contamination, 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

2. Evaluate employees/inmates performance.

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. Instruct employees/inmates on how to safely operate laundry 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

4. Keep employees/inmates records (e.g., timecards, performance evaluations and initial paperwork, 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. Prepare reports (e.g., tool control, chemical report and perpetual inventory, 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

6. Assist employees/inmates in the performance of tasks (e.g., minor repairs on laundry equipment and machinery, 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

7. Supervise the maintenance of laundry equipment and supplies.

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. Supervise employees/inmates in the safely loading and unloading of laundry (i.e., bending, lifting and pulling).

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. Supervise employees/inmates in the receiving, marking/sorting, wrapping and distributing of laundry.

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. Supervise employees/inmates in the preparation and use of chemicals (e.g., soaps, starches, bluing and bleaching solutions, 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

11. Supervise employees/inmates in the operation of laundry equipment, (i.e., washers, starch cookers and presses and sanitation).

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. Conduct inspections of the laundry facility to maintain approved laundry practices and standards of safety and sanitation.

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. Organize the operations of a laundry facility.

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. Obtain price quotes, (e.g., chemicals, hangers and bags, etc.) from local vendors.

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. Properly store all hazardous chemicals per Senate Bill 198.

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. Inventory supplies for the laundry facility.

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. Requisition of chemicals for the laundry facility.

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. Requisition of parts for the laundry facility.

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. Receive, inspect and store supplies for the laundry facility (e.g., chemicals and parts, 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 LAUNDRY SUPERVISOR II, CORRECTIONAL FACILITY (CF)

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