

# **ELECTRICIAN 3, CORRECTIONAL FACILITY (CF) Qualifications Assessment**

Department of Corrections and Rehabilitation

Departmental Open Examination Examination Code: 8CEFT Final Filing Date: Continuous

#### **EXAMINATION INFORMATION**

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the **Electrician 3**, **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 statewide with 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. Please print out, **personally complete**, and sign this examination form.

Read the instructions below carefully before completing the assessment. Failure to do so may result in an inability to process your assessment and disqualification from this examination.

# **AFFIRMATION STATEMENT**

I hereby certify that the information provided on this Qualifications Assessment 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:	

#### **FILING INSTRUCTIONS**

All applicants must complete and submit the following examination materials:

- Examination Application (STD. 678)
- Qualifications Assessment

#### By mail to:

Department of Corrections and Rehabilitation Talent Acquisition and Career Services P.O. Box 942883 Sacramento, CA 94283-0001

Or in person at:

Department of Corrections and Rehabilitation 1515 S Street Sacramento, CA 95811-7243

Attn: Talent Acquisition and Career Services, 101N

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, excluding holidays, on or before the cut-off date to the street address listed above.

# NOTE:

• All examination materials must have original signatures.

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

# **GENERAL INSTRUCTIONS**

This Qualifications Assessment is the sole component of the examination. To obtain a position on the eligible list, a minimum score of 70% must be achieved. Therefore, please be sure to review and follow all instructions carefully as missing or incomplete information may result in disqualification or a lower score.

This examination is comprised of the following areas:

- Affirmation Statement (page 1)
- Filing Instructions / General Instructions (page 2)
- Prior State Employment / Conditions of Employment (pages 3 4)
- Rating Instructions (page 5)
- Knowledge & Experience Assessment (pages 6 11)

# 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 California Department of Human Resources (CalHR) to take this examination?

□YES □NO

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**

# 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

☐ **5 ANYWHERE IN THE STATE** – If this box is marked, no further selection is necessary

# **NORTHERN REGION**

- □ 0100 Alameda County
- □ 0200 Alpine County
- □ 0300 Amador County
- Mule Creek State Prison
- ☐ 0400 **Butte County**
- □ 0500 Calaveras County
- $\ \square\ 0600$  Colusa County
- □ 0700 Contra Costa County
- $\square$  0800 **Del Norte County**
- Pelican Bay State Prison
- ☐ 0900 El Dorado County
- ☐ 1100 **Glenn County**
- ☐ 1200 Humboldt County
- ☐ 1700 **Lake County**
- ☐ 1800 Lassen County
- High Desert State Prison

- ☐ 2100 Marin County
- CSP, San Quentin
- ☐ 2300 Mendocino County
- **□** 2500 **Modoc County**
- ☐ 2800 **Napa County**
- ☐ 2900 Nevada County
- **☐** 3100 **Placer County**
- ☐ 3200 Plumas County
- ☐ 3400 Sacramento County
- CSP, Sacramento
- Folsom State Prison
- Richard A. McGee Correctional Training Center
- ☐ 3800 San Francisco County
- ☐ 3900 San Joaquin County
- California Health Care Facility

- ☐ 4100 San Mateo County
- ☐ 4500 Shasta County
- ☐ 4600 Sierra County
- ☐ 4700 Siskiyou County
- ☐ 4800 Solano County
- California Medical Facility
- CSP, Solano
- ☐ 4900 Sonoma County
- ☐ 5100 **Sutter County**
- ☐ 5200 Tehama County
- ☐ 5300 Trinity County
- 5500 Tuolumne County
   Sierra Conservation Center
- ☐ 5700 **Yolo County**
- ☐ 5800 Yuba County

#### ☐ 1000 – Fresno County ☐ 1600 – **Kings County** ☐ 2700 – Monterey County • Pleasant Valley State Prison • Avenal State Prison Correctional Training Facility • CSP, Corcoran • Salinas Valley State Prison ☐ 1400 – **Inyo County** • CA Substance Abuse Treatment ☐ 3500 – San Benito County ☐ 1500 – **Kern County** Facility • California City Correctional ☐ 4000 – San Luis Obispo ☐ 2000 – Madera County Facility County · Central California Women's California Correctional Institution California Men's Colony Facility Kern Valley State Prison Valley State Prison ☐ 4300 – Santa Clara County North Kern State Prison Wasco State Prison ☐ 2200 – Mariposa County ☐ 4400 – Santa Cruz County ☐ 2400 – Merced County ☐ 5000 – Stanislaus County ☐ 2600 – Mono County ☐ 5400 – Tulare County **SOUTHERN REGION** ☐ 1300 – Imperial County ☐ 3300 – Riverside County ☐ 3700 – San Diego County Calipatria State Prison California Rehabilitation Center • RJ Donovan Correctional Facility • CSP, Centinela • Chuckawalla Valley State Prison ☐ 4200 – Santa Barbara County • Ironwood State Prison ☐ 1900 – Los Angeles County ☐ 5600 – Ventura County ☐ 3600 – San Bernardino CSP, Los Angeles County County ☐ 3000 – Orange County · California Institution for Men · California Institution for Women

# ADDRESS OR EMPLOYMENT CHANGES

CENTRAL REGION

After list release, successful candidates may update any address and/or availability for employment preference information by accessing their <u>CalCareer Account</u> (www.calcareers.ca.gov) on the California Department of Human Resources (CalHR) website.

Once logged into your CalCareer Account, from the My Account page:

 Update your personal information (name, address, phone number) by selecting "Contact Information" under Account Management.

Update your employment preference information (tenure, time base, location preferences) by selecting "Exam / Assessment Records" under **Exams / Assessments**, then selecting the list you have eligibility on, then selecting "Change Conditions of Employment" under **Eligibility Record Actions**.

#### RATING INSTRUCTIONS

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

Respond to each statement, beginning on the following page, by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the two scales provided. Responses may not be changed or added once submitted to Talent Acquisition and Career Services. Missing responses will result in a lower score.

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

#### **Moderate Experience**

I have more than 2 years, but less than 3 years of experience performing this action **and** I can perform it independently.

# **Basic Experience**

I have more than 1 year, but less than 2 years of experience performing this action **and** I have performed it regularly with minimal or no assistance.

#### **Limited Experience**

I have less than 1 year of experience in performing this action **and** I may require assistance for successful performance.

# No Experience

I have never performed this action.

r, and preventive maintenance of electrical systems.
Experience related to performing this action  Extensive Experience  Moderate Experience  Basic Experience  Limited Experience  No Experience
air, and preventive maintenance of electrical systems.
Experience related to performing this action  Extensive Experience  Moderate Experience  Basic Experience  Limited Experience  No Experience
r, and preventive maintenance of electrical systems.
Experience related to performing this action  Extensive Experience  Moderate Experience  Basic Experience  Limited Experience  No Experience
pair, and preventive maintenance of electrical systems.
Experience related to performing this action  Extensive Experience  Moderate Experience  Basic Experience  Limited Experience  No Experience
quipment, and materials.
Experience related to performing this action  Extensive Experience  Moderate Experience  Basic Experience  Limited Experience  No Experience

6. Perform the duties of a supervisor in his/her absen	ice.
Knowledge related to performing this action	Experience related to performing this action
☐ Extensive Knowledge	☐ Extensive Experience
☐ Moderate Knowledge	☐ Moderate Experience
☐ Basic Knowledge	☐ Basic Experience
☐ Limited Knowledge	☐ Limited Experience
☐ No Knowledge	☐ No Experience
7 Coordinate with supervisors trades poople staff	
7. Coordinate with supervisors, trades people, staff, or	contractors, and vendors regarding projects.
Knowledge related to performing this action	Experience related to performing this action
☐ Extensive Knowledge	☐ Extensive Experience
☐ Moderate Knowledge	☐ Moderate Experience
☐ Basic Knowledge	☐ Basic Experience
☐ Limited Knowledge	☐ Limited Experience
☐ No Knowledge	☐ No Experience
□ No Milowicage	- No Experience
8. Advise of the selection and procurement of electric	cal materials, tools, and equipment.
Knowledge related to performing this action	Experience related to performing this action
☐ Extensive Knowledge	☐ Extensive Experience
☐ Moderate Knowledge	☐ Moderate Experience
☐ Basic Knowledge	☐ Basic Experience
☐ Limited Knowledge	☐ Limited Experience
☐ No Knowledge	☐ No Experience
9. Advise in the maintenance and repair of electrical	svstems.
,	
Knowledge related to performing this action	Experience related to performing this action
☐ Extensive Knowledge	☐ Extensive Experience
☐ Moderate Knowledge	☐ Moderate Experience
☐ Basic Knowledge	☐ Basic Experience
☐ Limited Knowledge	☐ Limited Experience
☐ No Knowledge	☐ No Experience
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10. Prepare rough sketches of minor electrical installation	lions.
Knowledge related to performing this action	Experience related to performing this action
☐ Extensive Knowledge	☐ Extensive Experience
☐ Moderate Knowledge	☐ Moderate Experience
☐ Basic Knowledge	☐ Basic Experience
☐ Limited Knowledge	☐ Limited Experience
☐ No Knowledge	☐ No Experience
- No Miowicage	□ No Experience

11. Prepare estimates for projects.	
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. Prepare reports.	
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 tools, equipment, and inventory.	
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. Respond to work orders.	
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. Maintain electrical shop and contents.	
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. Maintain records, files, and technical data on material	erials, tools, and equipment.
Knowledge related to performing this action  ☐ Extensive Knowledge	Experience related to performing this action  Extensive Experience  Moderate Experience  Basic Experience  Limited Experience
☐ Moderate Knowledge	
☐ Basic Knowledge	
<u> </u>	
☐ Limited Knowledge	
□ No Knowledge	☐ No Experience
17. Interpret electrical blueprints.	
Knowledge related to performing this action	Experience related to performing this action
☐ Extensive Knowledge	☐ Extensive Experience
☐ Moderate Knowledge	☐ Moderate Experience
☐ Basic Knowledge	☐ Basic Experience
☐ Limited Knowledge	☐ Limited Experience
☐ No Knowledge	☐ No Experience
18. Install electrical circuits for equipment.	
Knowledge related to performing this action	Experience related to performing this action
☐ Extensive Knowledge	☐ Extensive Experience
☐ Moderate Knowledge	☐ Moderate Experience
☐ Basic Knowledge	☐ Basic Experience
☐ Limited Knowledge	☐ Limited Experience
☐ No Knowledge	☐ No Experience
19. Install conduits for data, electrical, and mechanical	al equipment.
Knowledge related to performing this action	Experience related to performing this action
Knowledge related to performing this action  ☐ Extensive Knowledge	Experience related to performing this action  ☐ Extensive Experience
<u> </u>	·
☐ Moderate Knowledge	☐ Moderate Experience
☐ Basic Knowledge	☐ Basic Experience
☐ Limited Knowledge	☐ Limited Experience
☐ No Knowledge	☐ No Experience
20. Install raceways for data, electrical, and mechanic	cal equipment.
Knowledge related to performing this action	Experience related to performing this action
☐ Extensive Knowledge	☐ Extensive Experience
☐ Moderate Knowledge	☐ Moderate Experience
☐ Basic Knowledge	☐ Basic Experience
☐ Limited Knowledge	☐ Limited Experience
☐ No Knowledge	☐ No Experience
- No Miowicago	- 140 Exponence

21. Install timers, switches, contractors, and/or relays	for electrical and mechanical 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		
22. Repair lighting, motors, transformers and switchboards.			
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. Install lighting, motors, transformers and switchbo	ards.		
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. Repair electrical system (e.g., breakers, contracto	rs, starters, motors, wires, cables, 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		
25. Replace electrical system (e.g., breakers, contactors, starters, motors, wires, cables, 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		

26. Perform preventive maintenance on electrical systems (e.g., breakers, contactors, starters, motors, wires, cables, etc.).		
Knowledge related to performing this action  ☐ Extensive Knowledge  ☐ Moderate Knowledge	Experience related to performing this action  □ Extensive Experience  □ Moderate Experience	
☐ Basic Knowledge	☐ Basic Experience	
☐ Limited Knowledge	☐ Limited Experience	
☐ No Knowledge	☐ No Experience	
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27. Troubleshoot electrical problems in Automatic Trans	fer Switch (ATS) and nower distribution circuits	
27. Troubleshoot electrical problems in Automatic Trans	ner Switch (A15) and power distribution circuits.	
Knowledge related to performing this action	Experience related to performing this action	
☐ Extensive Knowledge	☐ Extensive Experience	
☐ Moderate Knowledge	☐ Moderate Experience	
☐ Basic Knowledge	☐ Basic Experience	
☐ Limited Knowledge	☐ Limited Experience	
☐ No Knowledge	☐ No Experience	
28. Operate various types of electrical equipment/tools (bender, etc.).	(e.g., multi-meter, scissor lift, mega-ohm meter, conduit	
Knowledge related to performing this action	Experience related to performing this action	
☐ Extensive Knowledge	☐ Extensive Experience	
☐ Moderate Knowledge	☐ Moderate Experience	
☐ Basic Knowledge	☐ Basic Experience	
☐ Limited Knowledge	☐ Limited Experience	
☐ No Knowledge	☐ No Experience	
- No Mowleage	□ No Experience	

THIS CONCLUDES THE EXAMINATION

**REVISION DATE:** 07/13/23 - RL

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