

LEAD GROUNDSKEEPER 1, CORRECTIONAL FACILITY (CF) Qualifications Assessment

Department of Corrections and Rehabilitation

Departmental Open Examination Final Filing Date: Continuous

EXAMINATION INFORMATION

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the **Lead Groundskeeper 1**, **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 for Questions 1 16 (page 5)
- Knowledge & Experience Assessment for Questions 1 16 (pages 6 9)
- Additional Rating Instructions for Questions 17 27 (page 10)
- Additional Knowledge & Experience Assessment for Questions 17 27 (pages 11 14)
- Recruitment Questionnaire (pages 15 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 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.

 \square (D) Permanent Full-Time \square (R) Permanent Part-Time \square (K) Limited-Term Full-Time \square (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
- \square 0300 Amador County
- Mule Creek State Prison
- ☐ 0400 **Butte County**
- □ 0500 Calaveras County
- □ 0600 Colusa County
- □ 0700 Contra Costa County
- ☐ 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 · California Institution for Women ☐ 3300 – Riverside County Calipatria State Prison California Rehabilitation Center ☐ 3700 – San Diego County · CSP, Centinela Chuckawalla Vallev State Prison • RJ Donovan Correctional Facility Ironwood State Prison ☐ 1900 – Los Angeles County ☐ 4200 – Santa Barbara County CSP, Los Angeles County ☐ 3600 – San Bernardino ☐ 5600 – Ventura County County

ADDRESS OR EMPLOYMENT CHANGES

☐ 3000 – Orange County

CENTRAL REGION

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

· California Institution for Men

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 FOR QUESTIONS 1 - 16

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

NOTE: The number of years required for the Experience Rating Scale (Scale #2) for questions 1 – 16 is different than the number of years required for the Experience Rating Scale (Scale #2) for questions 17 - 27.

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 the Office of Workforce Planning. 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 5 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 5 years of experience performing this action and I can perform it independently.

Basic Experience

I have more than 3 years, but less than 4 years of experience performing this action and I have performed it regularly with minimal or no assistance.

Limited Experience

I have less than 3 years of experience in performing this action and I may require assistance for successful performance.

No Experience

I have never performed this action.

1. Plant and care for trees, hedges, shrubs, flowers, and ornamental plants.		
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	
2. Propagate flowers, ornamental plants, and/or shru	ubs in a greenhouse/nursery.	
Managhadan and stand to a sufficient to a distance than	Employee makes at the conformation data and the	
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	
3. Keep greenhouses and/or nurseries used for prop	pagation in good repair and free from disease and pests.	
o. Theop greenhouses analor harseness asserter prop	ragation in good repair and nee north disease and posts.	
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	
ŭ	'	
4. Prepare and treat soil for planting, including spadi	ng and fertilizing.	
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 Moweage	□ No Expenence	
	nts, shrubs, and hedges in order to promote proper care and	
health.		
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 Miowieuge	□ INO Expelience	

6. Maintain plants, brush, weeds, and debris along highways/roads.		
Knowledge related to performing this action	on 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	
Keep grounds clean and orderly prevention environment.	ng potential safety hazards and maintain aesthetically pleasing work	
Knowledge related to performing this acti	on Experience related to performing this action	
☐ Extensive Knowledge	Experience related to performing this detion	
☐ Moderate Knowledge	☐ Moderate Experience	
☐ Basic Knowledge	☐ Basic Experience	
☐ Limited Knowledge	☐ Limited Experience	
☐ No Knowledge	☐ No Experience	
		
8. Trim trees, hedges, and shrubs to promo	te healthy growth	
o. Thin trees, neages, and smubs to promo	te ricating growth.	
Knowledge related to performing this action	on 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. Plan, organize, and/or direct unskilled wo	orkers in landscaping/groundskeeping work.	
Knowledge 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	
10. Use proper Personal Protective Equipme	ent (PPE) used in landscaping/groundskeeping work.	
Manufada valatad ta manfanning this sati		
Knowledge 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	

11. Use tools and power equipment used in landscaping/groundskeeping 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	
12. Maintain hoses, tools, supplies, equipment, lawnm	owers, etc. in proper condition and repair.	
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. Spray ornamental plants, shrubs, hedges, trees, at	nd flowers to control weeds, insects, and plant disease.	
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. Maintain accountability of hazardous materials suc	:h as fertilizers, herbicides, and pesticides.	
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 safety and security of work materials and	work 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	

Cnowledge 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

CONTINUE TO THE ADDITIONAL QUESTIONS

ADDITIONAL RATING INSTRUCTIONS FOR QUESTIONS 17 - 27

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

NOTE: The number of years required for the Experience Rating Scale (Scale #2) for questions 17 - 27 is different than the number of years required for the Experience Rating Scale (Scale #2) for questions 1 - 16.

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 the Office of Workforce Planning. Missing responses will result in a lower score.

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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.

17. Design and install irrigation system(s).	
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, adjust, and repair irrigation system(s).	
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. Use modern irrigation timers and programs.	
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. Maintain accurate daily, weekly, and/or monthly re	ecords of groundskeeping efforts.
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. Prune trees, plants, shrubs, hedges, and rose bappearance.	oushes in order to promote and maintain plant health and
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. Install and maintain drainage systems to prevent erosion, flooding, saturation, etc.		
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	
23. Read and interpret landscaping plans and specific	cations	
23. Read and interpret landscaping plans and specific	Sations.	
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 Expension	
24. Prepare cost estimates and reports for landscapir	ng/groundskeeping projects.	
Kanandadan salatad ta sasifassi as this cation		
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	
25. Plan minor landscape beautification 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	
26. Use modern methods of water conservation.		
20. Odd modelli methodd ei water dendervation.		
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	
_ //0 / /// 0 // 0 // 0 // 0 // 0 // 0	_ no Expension	

27. Identify species of trees, flowers, plants, shrubs, and hedges commonly grown in the California climate.

Knowledge related to performing this action

Extensive Knowledge

Moderate Knowledge

Basic Knowledge

Limited Knowledge

No Knowledge

No Knowledge

THIS CONCLUDES THE EXAMINATION

REVISION DATE: 07/27/2023 - CM