



PROCUREMENT AND SERVICES OFFICER 2, 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 **Procurement and Services Officer 2, 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 base(s) 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, 101-N**

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 US Postal Service or other delivery services.
- 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 and Experience Assessment (pages 6 – 12)

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 "Any" if you are willing to accept any type of employment.

Permanent Full-Time **Permanent Part-Time** **Limited-Term Full-Time** **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

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

NORTHERN REGION

- | | | |
|--|---|---|
| <input type="checkbox"/> 0100 – Alameda County | <input type="checkbox"/> 2100 – Marin County | <input type="checkbox"/> 4100 – San Mateo County |
| <input type="checkbox"/> 0200 – Alpine County | • CSP, San Quentin | <input type="checkbox"/> 4500 – Shasta County |
| <input type="checkbox"/> 0300 – Amador County | <input type="checkbox"/> 2300 – Mendocino County | <input type="checkbox"/> 4600 – Sierra County |
| • Mule Creek State Prison | <input type="checkbox"/> 2500 – Modoc County | <input type="checkbox"/> 4700 – Siskiyou County |
| <input type="checkbox"/> 0400 – Butte County | <input type="checkbox"/> 2800 – Napa County | <input type="checkbox"/> 4800 – Solano County |
| <input type="checkbox"/> 0500 – Calaveras County | <input type="checkbox"/> 2900 – Nevada County | • California Medical Facility |
| <input type="checkbox"/> 0600 – Colusa County | <input type="checkbox"/> 3100 – Placer County | • CSP, Solano |
| <input type="checkbox"/> 0700 – Contra Costa County | <input type="checkbox"/> 3200 – Plumas County | <input type="checkbox"/> 4900 – Sonoma County |
| <input type="checkbox"/> 0800 – Del Norte County | <input type="checkbox"/> 3400 – Sacramento County | <input type="checkbox"/> 5100 – Sutter County |
| • Pelican Bay State Prison | • CSP, Sacramento | <input type="checkbox"/> 5200 – Tehama County |
| <input type="checkbox"/> 0900 – El Dorado County | • Folsom State Prison | <input type="checkbox"/> 5300 – Trinity County |
| <input type="checkbox"/> 1100 – Glenn County | • Richard A. McGee Correctional
Training Center | <input type="checkbox"/> 5500 – Tuolumne County |
| <input type="checkbox"/> 1200 – Humboldt County | <input type="checkbox"/> 3800 – San Francisco County | • Sierra Conservation Center |
| <input type="checkbox"/> 1700 – Lake County | <input type="checkbox"/> 3900 – San Joaquin County | <input type="checkbox"/> 5700 – Yolo County |
| <input type="checkbox"/> 1800 – Lassen County | • California Health Care Facility | <input type="checkbox"/> 5800 – Yuba County |
| • High Desert State Prison | | |

CENTRAL REGION

- 1000 – Fresno County**
 - Pleasant Valley State Prison
- 1400 – Inyo County**
- 1500 – Kern County**
 - California City Correctional Facility
 - California Correctional Institution
 - Kern Valley State Prison
 - North Kern State Prison
 - Wasco State Prison
- 1600 – Kings County**
 - Avenal State Prison
 - CSP, Corcoran
 - CA Substance Abuse Treatment Facility
- 2000 – Madera County**
 - Central California Women’s Facility
 - Valley State Prison
- 2200 – Mariposa County**
- 2400 – Merced County**
- 2600 – Mono County**
- 2700 – Monterey County**
 - Correctional Training Facility
 - Salinas Valley State Prison
- 3500 – San Benito County**
- 4000 – San Luis Obispo County**
 - California Men’s Colony
- 4300 – Santa Clara County**
- 4400 – Santa Cruz County**
- 5000 – Stanislaus County**
- 5400 – Tulare County**

SOUTHERN REGION

- 1300 – Imperial County**
 - Calipatria State Prison
 - CSP, Centinela
- 1900 – Los Angeles County**
 - CSP, Los Angeles County
- 3000 – Orange County**
- 3300 – Riverside County**
 - California Rehabilitation Center
 - Chuckawalla Valley State Prison
 - Ironwood State Prison
- 3600 – San Bernardino County**
 - California Institution for Men
 - California Institution for Women
- 3700 – San Diego County**
 - RJ Donovan Correctional Facility
- 4200 – Santa Barbara County**
- 5600 – Ventura County**

ADDRESS OR EMPLOYMENT CHANGES

After list release, successful candidates may update any address and/or availability for employment preference information by accessing their [CalCareer Account](http://www.calcareers.ca.gov) (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 code 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 scales 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 6 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. Oversee the planning of procurement operations and/or functions (e.g., property control, warehouse operation, fleet operation, clothing, canteen, etc.) to verify needs are met.

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. Organize the procurement operations and/or functions of an organization to maintain efficiency.

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. Supervise staff in the purchasing of materials, supplies, and equipment in order to maintain supplies on hand.

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. Develop internal procedures for the procurement process in order to provide direction and guidance to staff regarding procuring goods and services.

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. Provide direction of the procurement operations (contracts, services, property control, fleet operations, recycling, warehouses, canteen, etc.) to ensure staff are on task.

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. Determine and assess the quality and types of resources (e.g., equipment, goods, specifications, services, etc.) to meet the needs of the 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

7. Review detailed scope of work to procure goods and services to maintain operations of the facility utilizing local and/or departmental policies and procedures.

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. Assist departmental staff in obtaining quotes for the types of services, supplies or equipment which are best suited for their needs.

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. Keep purchase and inventory records for audits, tracking, projections, etc. to maintain accuracy of records.

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. Confer with sales representatives, contractors and/or vendors, etc. to verify the most cost-effective measures are considered.

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. Contact and address concerns with contractors and/or vendors regarding products/services.

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. Oversee the process for returns and/or exchange of incorrect, damaged, and substandard products to maintain the quality of 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

13. Supervise staff responsible for the storing and caring of commodities/equipment to maintain compliance and maximize product life.

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. Supervise the preparation of purchase orders and sub purchase orders to expedite the delivery of items.

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. Oversee janitorial and housekeeping functions to maintain health and safety standards.

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. Review, award bids, and prepare contracts for the maintenance and repair of equipment and services.

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. Train staff on the various operation assignments and/or functions to make sure they understand their roles and responsibilities.

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. Evaluate staff performance for growth and development (e.g., Probationary/Performance Reports, Individual Development Plan, Reviews 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

19. Take or recommend appropriate action in order to correct/improve staff performance/behavior.

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. Compose written correspondence to respond to and/or convey information to the public, state agencies, staff, management, 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

21. Research, prepare response, and determine appropriate action to grievances/complaints.

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. Prepare and/or submit reports to keep management apprised of workload, stock level, 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

23. Supervise the conduct of staff and others in order to maintain the safety and security of the facility/workplace.

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. Inspect premises to ensure work environment is free from safety issues or concerns.

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. Monitor budgetary expenditures and projections to verify funds are spent appropriately while maintaining adequate supplies on hand.

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. Implement methods and techniques of supervision, training, counseling, employee relations, work scheduling and administrative practices to promote an effective work environment.

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

27. Manage complex situations, adopt an effective course of action, and resolve issues effectively.

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

28. Communicate effectively (verbal and/or written) to provide direction/expectations to staff in the day-to-day operation.

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

29. Train staff in order to create a knowledgeable and effective workforce to enhance and encourage promotional advancement.

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

30. Enforce Equal Employment Opportunity (EEO) objectives (e.g., treatment of people, sexual harassment prevention, discrimination prevention) in order to ensure a harassment free work place environment.

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

31. Work in collaboration with staff, officials, outside vendors, etc. to achieve a successful and cooperative work environment.

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

32. Review purchasing or service contract documents to ensure they are within the prescribed policies and procedures.

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

THIS CONCLUDES THE EXAMINATION

REVISION DATE: 9/13/2023 – MZ