

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

# CARPENTER II. CORRECTIONAL FACILITY

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the **Carpenter II, Correctional Facility** 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 the state. 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 <u>Deliver in Person to:</u>

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.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION	N
CARPENTER II CORRECTIONAL FACILITY	

#### **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 Carpenter II, Correctional Facility classification. You must ensure that you have reviewed each of the following areas:

- Affirmation Statement (page 1)
- General Instructions / Prior State Employment (page 2)
- Conditions of Employment (page 3 4)
- Rating Instructions (page 5)
- Knowledge & Work Experience Carpenter II, Correctional Facility (pages 6 13)
- Recruitment Questionnaire/Mailing Instructions (page 14)

#### 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 <u>ONLY</u> if you have been previously <u>dismissed</u> 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 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 FORM FOR Carpenter II, Correctional Facility

# 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.

	TY	PE OF	APPOINTMENT YOU WILL	ACCEPT	
Please r	mark the appropriate box(es)	- you ma	y check "(A) Any" if you are willi	ng to acce	pt any type of employment.
□ (D) P	ermanent Full-Time □ (I		nent Part-Time or □ (K) Limite -Term Part-Time	ed-Term Fu	II-Time □ (A) Any
If all are for perm	marked and you receive an a anent full-time positions.	appointme	ent other than permanent full-tir	ne, your na	ame will continue to be considered
			ONS YOU ARE WILLING TO		is necessary.
	□ 7238 <b>UPPER NO</b>	ORTHERN I	REGION – If this box is marked, no fu	ırther selecti	ion is necessary.
□ 0802	Pelican Bay State Prison Crescent City, Del Norte County	□ 1802	California Correctional Center Susanville, Lassen County	□ 1805	High Desert State Prison Susanville, Lassen County
	□ 7231 <b>NORT</b>	HERN REG	ION – If this box is marked, no furthe	er selection i	s necessary.
	ADIII T	FACILITIES	<b>≘</b> :	VOLITH F	ACILITIES:
□ 0309	Mule Creek State Prison	□ 3423	CSP, Sacramento	□ 3917	N.A. Chaderjian YCF
_ 0000	Ione, Amador County	_ 0.20	Represa, Sacramento County	_ 0017	Stockton, San Joaquin County
□ 2102	CSP, San Quentin	□ 3901	Deuel Vocational Institution		
	San Quentin, Marin County		Tracy, San Joaquin County		
□ 3404	Folsom State Prison	□ 4804	California Medical Facility		
	Represa, Sacramento County		Vacaville, Solano County		
□ 3914	California Health Care Facility	□ 4811	CSP, Solano		
D 2447	Stockton, San Joaquin County Richard A. McGee	□ <i>EE</i> 0 <i>E</i>	Vacaville, Solano County Sierra Conservation Center		
□ 3417	Correctional Training Center	□ 5505	Jamestown, Tuolumne County		
	Galt, Sacramento County		damestown, radiamine county		
	□ 7232 <b>CENT</b>	RAL REGI	ON – If this box is marked, no furthe	r selection is	s necessary.
	ADIII	LT FACILIT	TES:		
□ 1015	Pleasant Valley State Prison	□ 2003	Central California Women's Facility	v	
	Coalinga, Fresno County		Chowchilla, Madera County	•	
□ 2004	Valley State Prison	□ 2701	Correctional Training Facility		
	Chowchilla, Madera County		Soledad, Monterey County		
□ 1514	North Kern State Prison	□ 2708	Salinas Valley State Prison		
□ 160E	Delano, Kern County	□ 400 <i>E</i>	Soledad, Monterey County		
□ 1605	Avenal State Prison Avenal, Kings County	□ 4005	California Men's Colony San Luis Obispo, San Luis Obispo C	ounty	
□ 1606	CSP. Corcoran	□ 1608	California Substance Abuse Treatr		

Facility, Corcoran, Kings County

Corcoran, Kings County

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
CARPENTER II. CORRECTIONAL FACILITY

 $\square$  7233 **SOUTHERN REGION** – If this box is marked, no further selection is necessary.

	ADUL	T FACILITI	ES:	YOUTH F	ACILITIES:
□ 1307	Calipatria State Prison Calipatria, Imperial County (North)	□ 3313	Chuckawalla Valley State Prison Blythe, Riverside County	□ 5610	Ventura YCF Camarillo, Ventura County
□ 1308	Centinela State Prison Imperial, Imperial County (South)	□ 3612	California Institution for Men Chino, San Bernardino County		Camanilo, Ventura County
□ 1995	CSP, Los Angeles Lancaster, Los Angeles County	□ 3613	California Institution for Women Corona, San Bernardino County		
□ 1503	California Correctional	□ 3715	R. J. Donovan Correctional Facility at Rock Mountain		
□ 3310	Tehachapi, Kern County California Rehabilitation Center		San Diego, San Diego County		
	Norco, Riverside County				

### 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 <a href="https://www.jobs.ca.gov">www.jobs.ca.gov</a> 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

#### 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 - #9) 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 <u>and</u> 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 <u>and</u> I have instructed others on this specific action.

#### **Moderate Experience**

I have more than 6 years, but less than 7 years of experience performing this action and I can perform it independently.

#### **Basic Experience**

I have more than 5 years, but less than 6 years of experience performing this action <u>and</u> I have performed it regularly with minimal or no assistance.

#### **Limited Experience**

I have less than 5 years of experience in performing this action and I may require assistance for successful performance.

#### No Experience

I have never performed this action.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION CARPENTER II, CORRECTIONAL FACILITY	
Construct minor building structures (e.g., sheds, awnings, retaining walls, ramps, etc.) to meet institutional prograneeds, security needs, federal and state mandates.	am
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. Maintain existing building, structures and fixtures (e.g., ceiling materials, medical seamless flooring, ceramic tile, et to increase life expectancy of all state buildings, structures and fixtures.	c.)
Knowledge related to performing this action    Extensive Knowledge   Moderate Knowledge   Basic Knowledge   Limited Knowledge   No Knowledge    Would the second to performing this action   Extensive Experience   Moderate Experience   Basic Experience   Limited Experience   No Experience	
3. Repair various buildings, structures, and fixtures to increase life expectancy of all state buildings.	
Knowledge related to performing this action    Extensive Knowledge   Moderate Knowledge   Basic Knowledge   Limited Knowledge   No Knowledge   No Knowledge    Experience related to performing this action   Extensive Experience	
<ul> <li>Moderate Experience</li> <li>□ Basic Experience</li> <li>□ Limited Experience</li> <li>□ No Experience</li> </ul> CARPENTER II. CORRECTIONAL FACILITY - QUALIFICATIONS ASSESSMENT - Page 6	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION CARPENTER II, CORRECTIONAL FACILITY	_
4. Make rough sketches and drawings to identify specific information, document additions or changes (e.g., data location, specifications, equipment, etc.).	١,
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 cost estimates for a variety of jobs to include labor, materials, tools, equipment, etc.	
Knowledge related to performing this action    Extensive Knowledge   Moderate Knowledge   Basic Knowledge   Limited Knowledge   No Knowledge    Steperience related to performing this action   Extensive Experience   Moderate Experience   Basic Experience   Limited Experience   Limited Experience   No Experience	
6. Prepare and maintain records and reports (e.g., Material Safety Data Sheets [MSDS], tool control, etc.)	
Knowledge related to performing this action    Extensive Knowledge   Moderate Knowledge   Basic Knowledge   Limited Knowledge   No Knowledge   To Knowledge	
Experience   Extensive Experience   Moderate Experience   Basic Experience   Limited Experience   No Experience   No Experience   No Experience   Respectively   No Experience   No Experience   Respectively   No Experience   Respectively   No Experience   Respectively   Respec	

	ORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION ENTER II, CORRECTIONAL FACILITY	_
	nstruct and lead unskilled workers in the construction, maintenance, alteration and repair of various buildings tructures, and fixtures.	,
[ ] [ [ Expe	wledge related to performing this action  Extensive Knowledge  Moderate Knowledge  Basic Knowledge  Limited Knowledge  No Knowledge  reience related to performing this action	
	<ul> <li>Extensive Experience</li> <li>Moderate Experience</li> <li>Basic Experience</li> <li>Limited Experience</li> <li>No Experience</li> </ul>	
8. F	repare lists of materials, supplies, and equipment to ensure proper completion of daily operation.	
[ ] [ ] Expe	Wledge related to performing this action  Extensive Knowledge  Moderate Knowledge  Basic Knowledge  Limited Knowledge  No Knowledge  Extensive Experience  Moderate Experience  Basic Experience  Limited Experience  No Experience	
	respect carpentry shop (e.g., keys, alarms, locking devices, tools, machinery, etc.) to provide a safe and secure torking environment.	Э
[ ] [ [ Expe	wledge related to performing this action  Extensive Knowledge  Moderate Knowledge  Basic Knowledge  Limited Knowledge  No Knowledge  rience related to performing this action  Extensive Experience  Moderate Experience  Basic Experience	
CARPE	Limited Experience  No Experience  Iter II, Correctional Facility - Qualifications Assessment - Page 8	

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION CARPENTER II, CORRECTIONAL FACILITY
10. Construct scaffolding (e.g., installation of drywall, ceiling systems, 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. Install shoring to facilitate structural repairs (e.g., cave in preventions, bearing walls, etc.).
Knowledge related to performing this action    Extensive Knowledge   Moderate Knowledge   Basic Knowledge   Limited Knowledge   No Knowledge    No Knowledge    Experience related to performing this action   Extensive Experience   Moderate Experience   Basic Experience
☐ Limited Experience ☐ No Experience
12. Install fixtures (e.g., cabinets, shelving, work stations, 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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION CARPENTER II, CORRECTIONAL FACILITY
13. Inspect and maintain asphalt (e.g., roadways, parking lots, walkways, 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
14. Install concrete (e.g., slabs, walls, walkways, etc.).
Knowledge related to performing this action    Extensive Knowledge     Moderate Knowledge     Limited Knowledge     No Knowledge     No Experience related to performing this action     Extensive Experience     Moderate Experience     Limited Experience     Limited Experience     Limited Experience     No Experience     No Experience
15. Install roofing (e.g., metal, asphalt shingles, rubberized roofing, 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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION CARPENTER II, CORRECTIONAL FACILITY
16. Install and maintain ceilings (e.g., T-bar, acoustic tile, drywall, 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
17. Repair cabinetry and furniture (e.g., desk, book shelves, tables, chairs, etc.).
Knowledge related to performing this action  Extensive Knowledge  Moderate Knowledge  Limited Knowledge  No Knowledge  Knowledge  Knowledge  No Knowledge  Knowledge
☐ No Experience
18. Install and repair fencing (e.g., chain link, wood, expanded metal, razor wire, 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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION CARPENTER II, CORRECTIONAL FACILITY					
19. Build and maintain stairways (e.g., hand rails, anti-slip surfaces, rubber stair tread, trip hazards, 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					
20. Install and maintain flooring (e.g., ceramic, vinyl, linoleum, etc.).					
Knowledge related to performing this action    Extensive Knowledge   Moderate Knowledge   Basic Knowledge   Limited Knowledge   No Knowledge   Steperience related to performing this action   Extensive Experience					
<ul> <li>☐ Moderate Experience</li> <li>☐ Basic Experience</li> <li>☐ Limited Experience</li> <li>☐ No Experience</li> </ul>					
21. Fabricate and install signage on various buildings, structures, roadways and 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					

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION CARPENTER II, CORRECTIONAL FACILITY												
22.	Coordinate maintenar	e with	various I repairs.	trades'	people,	contractors	and	vendors	regarding	construction	projects,	preventive
Kn	owledge  Extens  Moder  Basic I  Limited  No Kne	ive Kno ate Kno Knowle d Know	owledge owledge dge ledge	forming	this ac	tion						
Ex	Derience  Extens  Modent  Basic I  Limited  No Exp	ive Exp ate Exp Experie d Exper	perience perience ence ience	forming	this ac	tion						
23.	Ensure eq	uipmer	nt and too	ols are pr	operly m	aintained to p	rever	nt injuries.				
	owledge  Extens  Moder:  No Knot  Extens  No Knot  Extens  No Extens  No Extens  No Extens	ive Kno ate Knowle d Knowledg related ive Exp ate Exp Experied d Experi	owledge owledge dge ledge e d to perionce perionce ence cience									

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION CARPENTER II, CORRECTIONAL FACILITY								
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.								
<ul> <li>□ Newspaper/Magazine Advertisement</li> <li>□ Internet (Social Media)</li> <li>□ California Department of Corrections and Rehabilitation employee</li> <li>□ Recruitment Mailing</li> <li>□ College/School</li> <li>□ Job Fair/Career Fair</li> <li>□ Other:</li> </ul>								

# THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR CARPENTER II, CORRECTIONAL FACILITY

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 <u>Deliver in Person to</u>:

Department of Corrections and Rehabilitation 1515 S Street Sacramento, CA 95811-7243 Attn: Office of Workforce Planning, Room 101N (916) 322-2545

- 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.