



**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 Deliver in Person to:**

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

**NOTE:**

- Candidates whose Qualifications Assessment and Examination Application are postmarked, personally delivered or received via interoffice mail after the due date will be eliminated from the examination.
- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

### GENERAL INSTRUCTIONS

This process is the entire examination for the above classification. Therefore, please be sure to review and follow all instructions carefully as missing or incomplete information may result in disqualification or a lower score.

The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for the 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 **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 Department of Human Resources (CalHR) to take this examination?

<input type="checkbox"/>	<b>YES</b>
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<input type="checkbox"/>	<b>NO</b>
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**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.

### 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 or Limited-Term 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.

### LOCATIONS YOU ARE WILLING TO WORK

5 ANYWHERE IN THE STATE - If this box is marked, no further selection is necessary.

7238 UPPER NORTHERN REGION - If this box is marked, no further selection 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 NORTHERN REGION - If this box is marked, no further selection is necessary.

- | ADULT FACILITIES:   |   | YOUTH FACILITIES:   |  |
|---|---|---|--|
| <input type="checkbox"/> 0309 Mule Creek State Prison<br>Ione, Amador County                              | <input type="checkbox"/> 3423 CSP, Sacramento<br>Represa, Sacramento County             | <input type="checkbox"/> 3917 N.A. Chaderjian YCF<br>Stockton, San Joaquin County |  |
| <input type="checkbox"/> 2102 CSP, San Quentin<br>San Quentin, Marin County                               | <input type="checkbox"/> 3901 Deuel Vocational Institution<br>Tracy, San Joaquin County |   |  |
| <input type="checkbox"/> 3404 Folsom State Prison<br>Represa, Sacramento County                           | <input type="checkbox"/> 4804 California Medical Facility<br>Vacaville, Solano County   |   |  |
| <input type="checkbox"/> 3914 California Health Care Facility<br>Stockton, San Joaquin County             | <input type="checkbox"/> 4811 CSP, Solano<br>Vacaville, Solano County                   |   |  |
| <input type="checkbox"/> 3417 Richard A. McGee<br>Correctional Training Center<br>Galt, Sacramento County | <input type="checkbox"/> 5505 Sierra Conservation Center<br>Jamestown, Tuolumne County  |   |  |

7232 CENTRAL REGION - If this box is marked, no further selection is necessary.

- | ADULT FACILITIES:   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> 1015 Pleasant Valley State Prison<br>Coalinga, Fresno County       | <input type="checkbox"/> 2003 Central California Women's Facility<br>Chowchilla, Madera County         |  |  |
| <input type="checkbox"/> 1513 Wasco State Prison,<br>Reception Center<br>Wasco, Kern County | <input type="checkbox"/> 1522 Kern Valley State Prison<br>Delano, Kern County                          |  |  |
| <input type="checkbox"/> 2004 Valley State Prison<br>Chowchilla, Madera County              | <input type="checkbox"/> 2701 Correctional Training Facility<br>Soledad, Monterey County               |  |  |
| <input type="checkbox"/> 1514 North Kern State Prison<br>Delano, Kern County                | <input type="checkbox"/> 2708 Salinas Valley State Prison<br>Soledad, Monterey County                  |  |  |
| <input type="checkbox"/> 1605 Avenal State Prison<br>Avenal, Kings County                   | <input type="checkbox"/> 4005 California Men's Colony<br>San Luis Obispo, San Luis Obispo County       |  |  |
| <input type="checkbox"/> 1606 CSP, Corcoran<br>Corcoran, Kings County                       | <input type="checkbox"/> 1608 California Substance Abuse Treatment<br>Facility, Corcoran, Kings County |  |  |

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

**ADULT FACILITIES:**

**YOUTH FACILITIES:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 1307 <b>Calipatria State Prison</b><br>Calipatria, Imperial County (North) | <input type="checkbox"/> 3313 <b>Chuckawalla Valley State Prison</b><br>Blythe, Riverside County                         | <input type="checkbox"/> 5610 <b>Ventura YCF</b><br>Camarillo, Ventura County |
| <input type="checkbox"/> 1308 <b>Centinela State Prison</b><br>Imperial, Imperial County (South)    | <input type="checkbox"/> 3612 <b>California Institution for Men</b><br>Chino, San Bernardino County                      |   |
| <input type="checkbox"/> 1995 <b>CSP, Los Angeles</b><br>Lancaster, Los Angeles County              | <input type="checkbox"/> 3613 <b>California Institution for Women</b><br>Corona, San Bernardino County                   |   |
| <input type="checkbox"/> 1503 <b>California Correctional Institution</b><br>Tehachapi, Kern County  | <input type="checkbox"/> 3715 <b>R. J. Donovan Correctional Facility at Rock Mountain</b><br>San Diego, San Diego County |   |
| <input type="checkbox"/> 3310 <b>California Rehabilitation Center</b><br>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 [www.jobs.ca.gov](http://www.jobs.ca.gov) or notifying CDCR at the following address:

California Department of Corrections and Rehabilitation  
Division of Human Resources  
Office of Workforce Planning  
P.O. Box 942883  
Sacramento, CA 94283-0001  
Attn: Certification Unit

## 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 **and** I have instructed others on specific aspects of this knowledge.

#### **Moderate Knowledge**

I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

#### **Basic Knowledge**

I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.

#### **Limited Knowledge**

I have some knowledge of how to perform this task, but I may require additional instruction to apply my knowledge effectively.

#### **No Knowledge**

I have no knowledge of how to perform this task or what it may entail.

### **SCALE #2 - EXPERIENCE RELATED TO PERFORMING THIS ACTION:**

#### **Extensive Experience**

I have more than 7 years of experience in regularly performing this action **and** I have instructed others on this specific action.

#### **Moderate Experience**

I have more than 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 **and** 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.

1. Construct minor building structures (e.g., sheds, awnings, retaining walls, ramps, etc.) to meet institutional program needs, security needs, federal and state mandates.

**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, etc.) to increase life expectancy of all state buildings, structures and fixtures.

**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. 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

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

4. Make rough sketches and drawings to identify specific information, document additions or changes (e.g., data, location, specifications, equipment, etc.).

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

5. Prepare 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

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic 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

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

7. Instruct and lead unskilled workers in the construction, maintenance, alteration and repair of various buildings, structures, and fixtures.

**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. Prepare lists of materials, supplies, and equipment to ensure proper completion of daily 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

9. Inspect carpentry shop (e.g., keys, alarms, locking devices, tools, machinery, etc.) to provide a safe and secure working 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



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

**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

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
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited 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

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
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- 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

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

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

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

22. Coordinate with various trades' people, contractors and vendors regarding construction projects, preventive maintenance and repairs.

**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. Ensure equipment and tools are properly maintained to prevent injuries.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

## RECRUITMENT QUESTIONNAIRE

**These questions are not part of the examination. Responses are voluntary and will be used for recruitment statistics.**

### ***HOW DID YOU HEAR ABOUT THIS EXAMINATION?***

Check the appropriate box below.

- Newspaper/Magazine Advertisement
- Internet (Social Media)
- California Department of Corrections and Rehabilitation employee
- Recruitment Mailing
- College/School
- Job Fair/Career Fair
- Other: \_\_\_\_\_

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

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