



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

## LOCKSMITH I, CORRECTIONAL FACILITY

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the **Locksmith I, 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 by CDCR locations/facilities statewide to fill existing vacancies. A "Conditions of Employment" form is included in this examination which will allow you to select the locations and time bases 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. COMPLETED QUALIFICATIONS ASSESSMENTS AND EXAMINATION APPLICATIONS (STD. 678) 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, Room 101N  
Sacramento, CA 95811-7243  
Attn: Office of Workforce Planning, Room 101N  
(916) 322-2545

**NOTE:**

- 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 related to the Knowledge, Skills, Abilities, and Personal Characteristics (KSAPC) of the classification. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for the Locksmith I, Correctional Facility classification. You must ensure that you have reviewed each of the following areas:

- Affirmation Statement (page 1)
- General Instructions (page 2)
- Prior State Employment Information (page 3)
- Conditions of Employment (page 4 - 6)
- Knowledge & Work Experience – Locksmith I, Correctional Facility(pages 7 - 14)
- Recruitment Questionnaire/Mailing Instructions (page 15)

### **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 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
- 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.**

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.

**Do you have written permission from the State Personnel Board Executive Officer to take this examination?**

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

**PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU MAY BE OFFERED A JOB ONLY IN LOCATIONS THAT YOU MARK.**

**Note:** Positions are not available at all locations. Please refer to the official examination bulletin for information regarding current available positions and their locations.

If you are successful in this examination(s), your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the State.

### TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- (D) Permanent Full-Time       (R) Permanent Part-Time       (K) Limited-Term Full-Time       (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

### LOCATION(S) YOU ARE WILLING TO WORK

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

*NOTE: California State Prison has been abbreviated to "CSP."*

- 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"/> 3908 O.H. Close 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"/> 3917 N.A. Chaderjian YCF<br>Stockton, San Joaquin County     |  |
| <input type="checkbox"/> 3400 Headquarters<br>Sacramento, Sacramento<br>County                            | <input type="checkbox"/> 4804 California Medical Facility<br>Vacaville, Solano County              | <input type="checkbox"/> 3907 Northern California YCC<br>Stockton, San Joaquin County |  |
| <input type="checkbox"/> 3404 Folsom State Prison<br>Represa, Sacramento County                           | <input type="checkbox"/> 4811 CSP, Solano<br>Vacaville, Solano County                              | <input type="checkbox"/> 0311 Pine Grove YCC<br>Pine Grove, Amador 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             | <input type="checkbox"/> 3419 CCHCS Headquarters<br>Elk Grove, Sacramento County      |  |
| <input type="checkbox"/> 3914 California Health Care Facility<br>Stockton, San Joaquin County             | <input type="checkbox"/> 3432 Folsom Women's Facility,<br>Sacramento<br>Represa, Sacramento County |   |  |

### CONDITIONS OF EMPLOYMENT FORM FOR CDCR ADULT FACILITY AND DIVISION OF JUVENILE JUSTICE LISTINGS ONLY

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

**ADULT FACILITIES:**

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

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

**ADULT FACILITIES:**

- |  |
|--|
| <input type="checkbox"/> 1307 <b>Calipatria State Prison</b><br>Calipatria, Imperial County (North)    |
| <input type="checkbox"/> 1308 <b>Centinela State Prison</b><br>Imperial, Imperial County (South)       |
| <input type="checkbox"/> 1995 <b>CSP, Los Angeles</b><br>Lancaster, Los Angeles County                 |
| <input type="checkbox"/> 1503 <b>California Correctional<br/>Institution</b><br>Tehachapi, Kern County |
| <input type="checkbox"/> 3310 <b>California Rehabilitation Center</b><br>Norco, Riverside County       |
| <input type="checkbox"/> 1523 <b>California City</b><br>California City, Kern County                   |

- |  |
|--|
| <input type="checkbox"/> 3313 <b>Chuckawalla Valley State Prison</b><br>Blythe, Riverside County |
|--|

- |  |
|--|
| <input type="checkbox"/> 3329 <b>Ironwood State Prison</b><br>Blythe, Riverside County |
|--|

- |   |
|---|
| <input type="checkbox"/> 3612 <b>California Institution for Men</b><br>Chino, San Bernardino County |
|---|

- |  |
|--|
| <input type="checkbox"/> 3613 <b>California Institution for Women</b><br>Corona, San Bernardino County |
|--|

- |  |
|--|
| <input type="checkbox"/> 3715 <b>R. J. Donovan Correctional Facility at<br/>Rock Mountain</b><br>San Diego, San Diego County |
|--|

**YOUTH FACILITIES:**

- |   |
|---|
| <input type="checkbox"/> 5610 <b>Ventura YCF</b><br>Camarillo, Ventura County |
|---|

**NOTE:** California State Prison has been abbreviated to "CSP." Youth Correctional Facility has been abbreviated as "YCF." Youth Conservation Camp has been abbreviated as "YCC," California Correctional Health Care Services has been abbreviated as "CCHCS."

**CONDITIONS OF EMPLOYMENT FORM FOR CDCR ADULT FACILITY AND DIVISION OF JUVENILE  
JUSTICE LISTINGS ONLY (CONTINUED)**



### ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

After list release, please notify CDCR promptly of any address changes or availability for employment 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, you will rate your knowledge and experience performing specific job-related actions.

Respond to each of the following statements 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 volunteered.

### **SCALE #1 - KNOWLEDGE RELATED TO PERFORMING THIS ACTION:**

#### **Extensive Knowledge**

I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations. I could instruct others on specific aspects of this task.

#### **Moderate Knowledge**

I possess an advance 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 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 4 years of experience in regularly performing this action and have instructed others on this specific action.

#### **Moderate Experience**

I have more than 3 years, but less than 4 years of experience in this action and can perform it independently.

#### **Basic Experience**

I have more than 2 years, but less than 3 years of experience in this action and have performed it regularly with minimal or no assistance.

#### **Limited Experience**

I have less than 2 years of experience in performing this action and would likely require assistance for successful performance.

**No Experience** I have never performed this action.

1. Install cylinders and bit key locks.

**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. Repair cylinders and bit key locks.

**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. Maintain cylinder and bit key locks.

**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. Cut keys for cylinder and bit locks, cabinet locks, and padlocks.

**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. Manufacture keys for cylinder and bit locks, cabinet locks, and padlocks.

**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. Change lock combinations including padlocks, cabinet locks, and/or safe.

**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. Repair tumblers, springs, and other related parts.

**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. Replace tumblers, springs, and other related parts.

**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 records on location of keys for each lock.

**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. Maintain security and accountability of all duplicate keys.

**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. Perform related installation of door closers, door checks, door knobs, casement operators, and door strikes.

**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. Perform repairs of door closers, door checks, door knobs, casement operators and door strikes.

**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. Perform preventative maintenance of keys and locking systems for various entities (e.g., buildings, institutions, 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. Perform emergency re-keying.

**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. Ensure key rings are appropriately labeled (e.g., tag color, grand master, 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. Perform emergency opening services and repairs on locks.

**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. Maintain security and accountability of hand and power tools.

**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. Utilize hand and power tools for performance of daily duties.

**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. Estimate costs of proposed locking device installation or 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

20. Maintain inventory of locks, keys, and hardware.

**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. Make recommendations for hardware types.

**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
- 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 LOCKSMITH I, CORRECTIONAL FACILITY**

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Attn: Office of Workforce Planning, Room 101N  
(916) 322-2545

- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
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