



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

PLUMBER II, CORRECTIONAL FACILITY

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the **Plumber 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 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 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 Plumber II, 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 – Plumber II, Correctional Facility (pages 7 - 18)
- Recruitment Questionnaire/Mailing Instructions (page 19)

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

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 1802 California Correctional Center 1805 High Desert State Prison
Crescent City, Del Norte County Susanville, Lassen County 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
Ione, Amador County | <input type="checkbox"/> 3423 CSP, Sacramento
Represa, Sacramento County | <input type="checkbox"/> 3908 O.H. Close YCF
Stockton, San Joaquin County | |
| <input type="checkbox"/> 2102 CSP, San Quentin
San Quentin, Marin County | <input type="checkbox"/> 3901 Deuel Vocational Institution
Tracy, San Joaquin County | <input type="checkbox"/> 3917 N.A. Chaderjian YCF
Stockton, San Joaquin County | |
| <input type="checkbox"/> 3400 Headquarters
Sacramento, Sacramento County | <input type="checkbox"/> 4804 California Medical Facility
Vacaville, Solano County | <input type="checkbox"/> 3907 Northern California YCC
Stockton, San Joaquin County | |
| <input type="checkbox"/> 3404 Folsom State Prison
Represa, Sacramento County | <input type="checkbox"/> 4811 CSP, Solano
Vacaville, Solano County | <input type="checkbox"/> 0311 Pine Grove YCC
Pine Grove, Amador County | |
| <input type="checkbox"/> 3417 Richard A. McGee
Correctional Training Center
Galt, Sacramento County | <input type="checkbox"/> 5505 Sierra Conservation Center
Jamestown, Tuolumne County | <input type="checkbox"/> 3419 CCHCS Headquarters
Elk Grove, Sacramento County | |
| <input type="checkbox"/> 3914 California Health Care Facility
Stockton, San Joaquin County | <input type="checkbox"/> 3432 Folsom Women's Facility,
Sacramento
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 Pleasant Valley State Prison
Coalinga, Fresno County | <input type="checkbox"/> 2003 Central California Women's Facility
Chowchilla, Madera County |
| <input type="checkbox"/> 1513 Wasco State Prison Reception Center
Wasco, Kern County | <input type="checkbox"/> 2004 Valley State Prison
Chowchilla, Madera County |
| <input type="checkbox"/> 1514 North Kern State Prison
Delano, Kern County | <input type="checkbox"/> 2701 Correctional Training Facility
Soledad, Monterey County |
| <input type="checkbox"/> 1522 Kern Valley State Prison
Delano, Kern County | <input type="checkbox"/> 2708 Salinas Valley State Prison
Soledad, Monterey County |
| <input type="checkbox"/> 1605 Avenal State Prison
Avenal, Kings County | <input type="checkbox"/> 4005 California Men's Colony
San Luis Obispo, San Luis Obispo County |
| <input type="checkbox"/> 1606 CSP, Corcoran
Corcoran, Kings County | <input type="checkbox"/> 1608 California Substance Abuse Treatment Facility
Corcoran, Kings County |

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

ADULT FACILITIES:

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

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

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

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

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

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

YOUTH FACILITIES:

- | |
|---|
| <input type="checkbox"/> 5610 Ventura YCF
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. Maintain plumbing components throughout the institution and/or large facility (e.g. underground utilities, valves, fixtures, pumps, 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

2. Lead the work of crew members (e.g. inmates, youthful offenders, etc.) in the operation, installation, maintenance, alteration, and repair of plumbing components.

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. Perform the operation, installation, maintenance, alteration, and repair of plumbing components for the institution and/or large 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

4. Inspect the work of crew members (e.g. inmates, youthful offenders, etc.) in the operation, installation, maintenance, alteration, and repair of plumbing components for the institution and/or large 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

5. Supervise crew members (e.g. inmates, youthful offenders, etc.) to maintain safety and security of work areas/materials.

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. Coordinate with chain of command, other maintenance trades and institutional program staff regarding facility projects 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

7. Inspect and maintain the plumbing shop (e.g., keys, alarms, locking devices, tool cages, tool inventories, 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

8. Complete preventative maintenance work orders.

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. Address conflicts with crew members (e.g. inmates, youthful offenders, etc.) and/or staff.

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 key and tool control and the safety and security of the institution and/or large 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

11. Submit a requisition request of materials and supplies and maintain sufficient 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

12. Prepare cost estimates for supervision on 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

13. Prepare job layout for supervision to verify materials, equipment, tools, and labor resources.

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. Repair and maintain water, air, gas, and sewer lines and systems throughout the institution and/or large 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

15. Cut/thread pipe and solder or braze copper joints on water, gas, or drainage systems.

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. Connect/maintain hot water tanks, gas heaters, and furnaces.

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. Unstop clogged lines to plumbing fixtures or sanitary sewer lines.

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. Perform preventative maintenance on water line valves, emergency valves, emergency eye wash stations, water heaters, furnaces, and drinking fountains.

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. Install, inspect, and maintain backflow prevention devices.

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. Troubleshoot institutional and/or large facility plumbing systems.

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. Communicate in a professional manner and deal with confidential issues.

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. Respond to emergency call (e.g., sanitary sewer overflow, water leaks, and plumbing fixture malfunctions, 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

23. Attend In-Service Training (IST) and On-the-Job Training (OJT).

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. Maintain records and daily reports (e.g., crew member's timesheets, daily work orders and time reports, tool control, vehicle log, 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

25. Prepare/maintain records and reports (e.g., Safety Data Sheets, staff and inmate safety training, tool inventory, perpetual chemical inventory, 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

26. Perform Preventative Maintenance (PMs) of plumbing 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

27. Advise in the storage of plumbing equipment and materials.

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. Escort outside vendors and contractors.

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. Assist in emergency situations (e.g., sanitary sewer overflows, water main breaks, cell searches, other duties as required, 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

30. Prepare a list of tools to verify proper preparation and completion of specific jobs and task/work orders.

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. Verify tool/equipment is properly maintained.

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: _____

THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR PLUMBER 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 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

- 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.