



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

**WATER AND SEWAGE PLANT SUPERVISOR,
CORRECTIONAL FACILITY (CF)**

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the **Water and Sewage Plant Supervisor, CF** classification with the California Department of Corrections and Rehabilitation (CDCR). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be merged onto an eligible list. The list will be used by CDCR facilities statewide to fill vacant positions. A "Conditions of Employment" form is included in this examination which will allow you to select the type of appointment 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.

GENERAL INSTRUCTIONS

This process is the entire examination for the Water and Sewage Plant Supervisor, CF 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 Water and Sewage Plant Supervisor, CF 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 - 5)
- Job Requirements (page 6)
- Knowledge and Work Experience – Water and Sewage Plant Supervisor, CF (pages 7 -16)
- Recruitment Questionnaire/Mailing Instructions (page 17)

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 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.**

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.

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

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

CONDITIONS OF EMPLOYMENT FORM FOR WATER AND SEWAGE PLANT SUPERVISOR, CF

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 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 (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:

<input type="checkbox"/> 0309 Mule Creek State Prison Ione, Amador County	<input type="checkbox"/> 3423 CSP, Sacramento Represa, Sacramento 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"/> 3400 Headquarters Sacramento, Sacramento County	<input type="checkbox"/> 4804 California Medical Facility Vacaville, Solano County
<input type="checkbox"/> 3404 Folsom State Prison Represa, Sacramento County	<input type="checkbox"/> 4811 CSP, Solano Vacaville, Solano 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"/> 3914 California Health Care Facility Stockton, San Joaquin County	<input type="checkbox"/> 3432 Folsom Women's Facility, Sacramento Represa, Sacramento County

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"/> 3313 | Chuckawalla Valley State Prison
Blythe, Riverside County |
| <input type="checkbox"/> 1308 | Centinela State Prison
Imperial, Imperial County (South) | <input type="checkbox"/> 3329 | Ironwood State Prison
Blythe, Riverside County |
| <input type="checkbox"/> 1995 | CSP, Los Angeles
Lancaster, Los Angeles County | <input type="checkbox"/> 3612 | California Institution for Men
Chino, San Bernardino County |
| <input type="checkbox"/> 1503 | California Correctional Institution
Tehachapi, Kern County | <input type="checkbox"/> 3613 | California Institution for Women
Corona, San Bernardino County |
| <input type="checkbox"/> 3310 | California Rehabilitation Center
Norco, Riverside County | <input type="checkbox"/> 3715 | R. J. Donovan Correctional Facility at Rock Mountain
San Diego, San Diego County |
| <input type="checkbox"/> 1523 | California City
California City, Kern County | | |

NOTE: Positions are not available at all locations. California State Prison has been abbreviated to "CSP." California Correctional Health Care Services has been abbreviated as "CCHCS."

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

JOB REQUIREMENTS

The following are job requirements. Please respond to each question by marking the appropriate box. If you are unwilling or unable to comply with any of the following job requirements, it may be grounds for elimination from the examination process.

1.	Are you willing to abide by and adhere to safety policies and provisions (e.g., wear personal alarm, carry whistle, wear protective clothing and apparatus, etc.) applicable to specific work assignments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Are you willing to comply with annual Tuberculosis screening requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Are you willing to report dangerous situations/contraband to supervisors and/or custody staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Are you willing to independently supervise a work crew of inmates?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Are you willing to work in a state correctional facility at various custody/security levels?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Are you willing to work with inmates including some who may be mentally ill, developmentally disabled, potentially dangerous, infected with contagious diseases such as Hepatitis C, HIV/AIDS, or tuberculosis, and/or sex offenders?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Are you willing to work around peace officers armed with chemical agents and/or weapons?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Are you willing to report unethical and/or illegal behavior on the part of departmental staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Are you willing to treat inmates in a professional, ethical, and tactful manner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Are you willing to carry equipment and materials weighing a minimum of 25 pounds with or without reasonable accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Are you willing to work overtime and on-call hours as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Are you willing to climb atop and work from high platforms (approximately 15-40 feet) above the ground?	<input type="checkbox"/> Yes <input type="checkbox"/> No

INSTRUCTIONS:

Using the rating scale(s) below, you will self-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 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 task.

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

Moderate Experience

I have more than 3 years of experience performing this action **and** I can perform it independently.

Basic Knowledge

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

Limited Experience

I have more than 2 years of experience performing this action **and** I may require assistance for successful performance.

No Experience

I have never performed this action.

1. Perform cleaning, painting, and maintenance of equipment (e.g., motors, pumps, pipes, etc.) in order to extend the functional life.

Knowledge related to performing this action

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

Experience related to performing this action

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

2. Operate swimming pools and mechanical/related equipment (e.g., pumps, filters, analyzers, compressors, 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

3. Operate equipment as a relief operator to provide adequate coverage, when necessary.

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. Perform minor plumbing duties in connection with water and sewage plant systems to maintain and repair plumbing in the treatment 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. Interpret tests and determine the necessary changes in dosage and treatment processes to produce potable water and compliant effluent water.

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. Add chemicals (e.g., ammonia, chlorine, or lime, etc.) to disinfect and deodorize water to provide potable water and compliant effluent water.

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 Knowledge

7. Monitor status of equipment to meet load requirements and detect possible malfunctions.

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 Knowledge

8. Collect and test water/sewage samples to ensure it is potable and compliant.

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 Knowledge

9. Record daily activities (e.g., emergencies, water samples, climate changes, etc.) to use when reviewing plant processes/adjustments.

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 Knowledge

10. Report plant activities (e.g., daily, monthly, quarterly, etc.) to management to remain in compliance with policy and guidelines.

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 Knowledge

11. Inspect equipment and structures/materials to identify possible system operational malfunctions.

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 Knowledge

12. Perform chemical and laboratory tests to determine the effectiveness of water treatment 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 Knowledge

13. Maintain skilled/semi-skilled workers' (e.g., contractors, inmates, assistants, etc.) records to ensure accurate time keeping and attendance.

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 Knowledge

14. Perform periodic operating checks of plant equipment [e.g., pumping systems, chemical feeders, auxiliary equipment (compressors), etc.] to ensure proper 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 Knowledge

15. Estimate the cost of supplies/equipment for procurement.

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 Knowledge

16. Secure work areas to prevent injuries and accidents in order to remain in compliance with policy and guidelines.

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 Knowledge

17. Observe pump motors to detect unusual noises, vibrations, or excessive heat to prevent premature failure of the 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 Knowledge

18. Coordinate inspections of water storage tanks to make corrective 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 Knowledge

19. Supervise the operation of a water treatment and/or sewage treatment plant to deliver quality drinking water and/or compliant effluent waste water.

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 Knowledge

20. Direct others to perform daily tests of water and sewage in various stages of treatment and personally conduct more involved analyses to produce potable water.

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 Knowledge

21. Supervise skilled/semi-skilled workers in cleaning, painting, and maintenance of equipment (e.g., motors, pumps, pipes, etc.) in order to extend the functional life.

Knowledge related to performing this action

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

Experience related to performing this action

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

22. Direct skilled/semi-skilled workers in the operation of swimming pools and mechanical/related equipment (e.g., pumps, filters, analyzers, compressors, 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 Knowledge

23. Supervise assistants (e.g., skilled/semi-skilled workers, contractors, staff, etc.) completing daily operations of treatment facilities.

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 Knowledge

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 WATER AND SEWAGE PLANT SUPERVISOR, CF

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 examination application (STD. 678) and Qualifications Assessment for your records.