



# WAREHOUSE MANAGER I AND II, CORRECTIONAL FACILITY (CF)

Final Filing Date: May 19, 2017

## OPEN

### AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

### EXAMINATION BASE

DEPARTMENTAL FOR:

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)

### WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

### HOW TO APPLY

Submit Examination Application (Std. Form 678) **and** Qualifications Assessment

**By mail to:**  
Department of Corrections and Rehabilitation  
Office of Workforce Planning  
P.O. Box 942883  
Sacramento, CA 94283-0001

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

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, on or before the final filing date to the same street address as listed above.

Qualifications Assessments for Warehouse Manager I/II, Correctional Facility (CF) are available from the CDCR website at:  
[http://www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Exams\\_Open/index.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Open/index.html) or in person at the street address listed above.

**NOTE:** Only applications with an original signature will be accepted.

If you meet the entrance requirements for **Warehouse Manager I/II, Correctional Facility (CF)** you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination for which you wish to file. You will only be considered for acceptance into the examination(s) that you have listed on your application.

### APPLICATION DEADLINE/ REQUIREMENTS

**May 19, 2017**, is the final filing date. Examination Applications **and** Qualifications Assessments postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason. All applicants must meet the minimum qualifications for this examination by the final filing date.

### TEST DATE

Candidates must complete and return the Warehouse Manager I/II, Correctional Facility (CF) Qualifications Assessment along with his/her Examination Application (Std. Form 678). Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated.

### SALARY RANGE(S)

As of: **April 18, 2017**

**Warehouse Manager I (CF)**  
\$4,124 - \$5,117

**Warehouse Manager II (CF)**  
\$4,524 - \$5,620

### MINIMUM QUALIFICATIONS

**Warehouse Manager I (CF)**

**Either I**

One year of experience performing the duties of a Materials and Stores Supervisor II (Correctional Facility), Materials and Stores Supervisor II, Prison Canteen Manager I (Correctional Facility) or Prison Canteen Manager I in California state service. **Or**

Two years of experience performing the duties of a Materials and Stores Supervisor I (Correctional Facility) or Materials and Stores Supervisor I in California state service.

**Or II**

Three years of experience in a storeroom or warehouse which must have included or been supplemented by one year of responsible supervisory or technical experience related to reordering, storing, distributing, or controlling the inventory of a wide variety of materials for a large organization. (Experience in California state service applied toward the supervisory requirement must include at least one year in a class at a level of responsibility at least equivalent to Materials and Stores Supervisor II.)

**Warehouse Manager II (CF)**

**Either I**

One year of experience performing the duties of a Warehouse Manager I (Correctional Facility), Warehouse Manager I, Prison Canteen Manager II (Correctional Facility) or Prison Canteen Manager II in California state service. **Or**

**MINIMUM  
QUALIFICATIONS  
(CONTINUED)**

Two years of experience performing the duties of a Materials and Stores Supervisor II (Correctional Facility), Materials and Stores Supervisor II, Prison Canteen Manager I (Correctional Facility) or Prison Canteen Manager I in California state service.

**Or II**

Four years of experience in a storeroom or warehouse which must have included or been supplemented by two years of responsible supervisory or technical experience related to reordering, storing, distributing, or controlling the inventory of a wide variety of materials for a large organization. (Experience in California state service applied toward the supervisory requirement must include at least one year in a class at a level of responsibility at least equivalent to Warehouse Manager I.)

**Additional Desirable Qualifications:** Education: Equivalent to completion of the twelfth grade; completion of college-level work in the fields of accounting and/or business administration.

**Special Physical Characteristics:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**OUT-OF-CLASS EXPERIENCE:** A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

**EXAMINATION  
PLAN**

**EXAMINATION INTERVIEWS WILL NOT BE HELD.** This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

**Qualifications Assessment -- Weighted 100.00%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**A. Knowledge of:**

1. Modern warehousing methods and practices, including the keeping of receiving, shipping, and inventory records.
2. Freight rates and classifications.
3. Office of Procurement specifications.
4. Regulations involved with consolidated freight shipments and stock array systems.
5. Freight claim procedure.
6. Operation of motorized material handling equipment.
7. Inventory and quality control.
8. The Department's Equal Employment Opportunity (EEO) objectives.
9. A manager's role in the EEO program and the processes available to meet EEO program objectives.
10. Warehouse management principles and procedures.
11. Methods of packing and shipping a wide variety of commodities.
12. Inventory control and statistical forecasting techniques.
13. Work standards development; cost-centered warehousing techniques.
14. Proper methods of storing supplies requiring both normal and special storekeeping practices.
15. Principles of personnel management and supervision.
16. Principles of governmental budgeting.

**B. Ability to:**

1. Read and write English at a level required for successful job performance.
2. Perform heavy physical labor.
3. Estimate possible future demands of various supplies based upon past needs.
4. Direct the work of others.
5. Keep accurate records and prepare reports of work done.
6. Analyze situations accurately and take effective action.
7. Learn the operation of forklifts and other types of motorized material handling equipment.
8. Determine whether incoming supplies meet the standards set up in the Office of Procurement and agency specifications.
9. Effectively contribute to the Department's EEO objectives.
10. Plan and direct the work of others.
11. Meet and deal effectively with those contacted in the course of business.
12. Direct the work of a group of assistants.
13. Develop a storekeeping activity budget.
14. Estimate possible future demands of various supplies based upon past needs.

**EXAMINATION PLAN (CONTINUED)** 15. Keep accurate records and prepare reports of work done.  
16. Communicate effectively.  
17. Analyze situations accurately and take effective action.

The Job Analysis identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the **WAREHOUSE MANAGER I/II, (CF)** is available on the CDCR website at:  
[http://www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Analysis/index.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Analysis/index.html)

**ELIGIBLE LIST INFORMATION** For each classification listed above, a separate eligible list will be established.

The list will be abolished **12** months after establishment unless the needs of the service and conditions of the list warrant a change in this period.

**POSITION DESCRIPTION AND LOCATION(S)** A **Warehouse Manager I (CF)** is the first full supervisory level in this series. Incumbents plan, organize and direct the receipt, storage, issuance, and shipping of a heavy volume of varied supplies in one of the larger and unusually complex complete redistribution or point-of-use warehousing operations.

A **Warehouse Manager II (CF)** is the second level of full supervision in this series. Incumbents plan, organize and direct the operation of one of the largest and unusually complex complete redistribution or point-of-use warehousing functions in State service.

Positions exist statewide within CDCR.

**VETERANS' PREFERENCE/ CAREER CREDITS** Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

#### GENERAL INFORMATION

**It is the candidate's responsibility** to contact CDCR's Office of Workforce Planning at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

**Applications are available** at CDCR, California Department of Human Resources (CalHR), and Employment Development Department offices. To create a CalCareer account and obtain an application, visit [www.jobs.ca.gov](http://www.jobs.ca.gov). With an account, you can take state civil service examinations, store different versions of your application, apply for vacancies at 150 departments, track your application status and save your resume all in one place.

**Veterans' Preference:** California law allows the granting of Veterans' Preference in any **Open** examination. In accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>. Additional information can also be found at the California Department of Veterans Affairs at [www.calvet.ca.gov/veteran-services-benefits/employment](http://www.calvet.ca.gov/veteran-services-benefits/employment).

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

**IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.**

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545**  
Telecommunications Relay Service (TRS): DIAL 7-1-1  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

**THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**