



**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
OFFICE OF WORKFORCE PLANNING  
QUALIFICATIONS ASSESSMENT  
WAREHOUSE MANAGER I AND II,  
CORRECTIONAL FACILITY (CF)**

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the **Warehouse Manager I and II, 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 placed on an eligible list for the classification listed above. The list will be used to fill positions statewide in CDCR. 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 AND MUST BE RECEIVED OR POSTMARKED BY **May 19, 2017**. 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 classifications. 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 Warehouse Manager I and II, CF classifications. 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 (pages 3 - 4)
- Rating Instructions (page 5)
- Knowledge & Work Experience – Warehouse Manager I/II, CF (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>
--------------------------	------------

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

**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 WAREHOUSE MANAGER I AND II, 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 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.

### LOCATION 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."*

#### UPPER ADULT FACILITIES:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 0802 <b>Pelican Bay State Prison</b><br>Crescent City, Del Norte County | <input type="checkbox"/> 1802 <b>California Correctional Center</b><br>Susanville, Lassen County | <input type="checkbox"/> 1805 <b>High Desert State Prison</b><br>Susanville, Lassen County |
|--|--|--|

#### NORTHERN ADULT FACILITIES:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 0309 <b>Mule Creek State Prison</b><br>Ione, Amador County                        | <input type="checkbox"/> 3423 <b>CSP, Sacramento</b><br>Represa, Sacramento County                                | <input type="checkbox"/> 3914 <b>California Health Care Facility</b><br>Stockton, San Joaquin County |
| <input type="checkbox"/> 2102 <b>CSP, San Quentin</b><br>San Quentin, Marin County                         | <input type="checkbox"/> 3901 <b>Deuel Vocational Institution</b><br>Tracy, San Joaquin County                    | <input type="checkbox"/> 5505 <b>Sierra Conservation Center</b><br>Jamestown, Tuolumne County        |
| <input type="checkbox"/> 3413 <b>Folsom Women's Facility,<br/>Sacramento</b><br>Represa, Sacramento County | <input type="checkbox"/> 3417 <b>Richard A. McGee Correctional<br/>Training Center</b><br>Galt, Sacramento County | <input type="checkbox"/> 3404 <b>Folsom State Prison</b><br>Represa, Sacramento County               |
| <input type="checkbox"/> 4811 <b>CSP, Solano</b><br>Vacaville, Solano County                               | <input type="checkbox"/> 4804 <b>California Medical Facility</b><br>Vacaville, Solano County                      |  |

#### CENTRAL ADULT FACILITIES:

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

**SOUTHERN ADULT 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"/> 3310 <b>California Rehabilitation Center</b><br>Norco, Riverside County                         |
| <input type="checkbox"/> 1308 <b>Centinela State Prison</b><br>Imperial, Imperial County (South)    | <input type="checkbox"/> 3329 <b>Ironwood State Prison</b><br>Blythe, Riverside County                 | <input type="checkbox"/> 1523 <b>California City</b><br>California City, Kern County                                     |
| <input type="checkbox"/> 1995 <b>CSP, Los Angeles</b><br>Lancaster, Los Angeles County              | <input type="checkbox"/> 3612 <b>California Institution for Men</b><br>Chino, San Bernardino County    | <input type="checkbox"/> 3715 <b>R. J. Donovan Correctional Facility at Rock Mountain</b><br>San Diego, San Diego County |
| <input type="checkbox"/> 1503 <b>California Correctional Institution</b><br>Tehachapi, Kern County  | <input type="checkbox"/> 3613 <b>California Institution for Women</b><br>Corona, San Bernardino 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 (Warehouse Manager I, CF, only: #1 - #20) and (Warehouse Manager I and II, CF: #1 - #22) 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 6 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, but less than 5 years of experience performing this action **and** I can perform it independently.

#### **Basic Experience**

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

#### **No Experience**

I have never performed this action.

1. Oversee support functions to ensure proper receipt, storage, issuance, and shipping of a volume of varied supplies (e.g., housekeeping, clothing, food, maintenance, stationary, 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. Promote Equal Employment Opportunity (EEO) in the hiring process.

**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. Monitor the inspection of the physical conditions of the warehouse(s), warehouse vehicles, 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

4. Supervise the safety and security of individuals and property.

**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 and train staff to ensure accurate completion of daily warehouse assignments.

**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 Knowledge
- Basic Knowledge
- Limited Experience
- No Experience

6. Maintain warehouse space efficiently for safety and storage.

**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 Knowledge
- Basic Knowledge
- Limited Experience
- No Experience

7. Monitor/supervise the ordering, receiving, storing, and issuance of warehouse stock items.

**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 Knowledge
- Limited Knowledge
- No Experience

8. Prepare accurate warehousing reports (e.g., inventory and projections) for Procurement and Management's approval.

**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. Facilitate the hiring process to fill vacant positions to meet operational needs.

**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. Plan work schedules and assign 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 Knowledge
- Basic Knowledge
- Limited Experience
- No Experience

11. Participate in the Progressive Discipline process.

**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. Direct the training of staff to ensure professional development.

**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. Meet with managers and staff to forecast material needs.

**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 Knowledge
- Basic Knowledge
- Limited Experience
- No Experience

14. Review and/or approve purchase requisitions submitted by warehouse 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

15. Review and/or update security procedures within the warehouse.

**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. Maintain inventory control of warehouse stock items.

**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. Implement a safe work environment for proper handling and storing of hazardous 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

18. Communicate with supervisors and staff to implement an effective working relationship.

**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 Knowledge
- Basic Knowledge
- Limited Experience
- No Experience

19. Resolve warehouse discrepancies with staff, stakeholders, helpers, and the public to maintain and produce a productive and cohesive work 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 Knowledge
- Basic Knowledge
- Limited Experience
- No Experience

20. Monitor and review the safety use of powered and on-powered equipment (e.g., forklift, pallet jack, hand truck, etc.) in the warehouse and 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

**THIS CONCLUDES THE WAREHOUSE MANAGER I, CF QUALIFICATIONS ASSESSMENT AND THE FIRST PORTION FOR THE WAREHOUSE MANAGER II, CF. PLEASE REFER TO PAGE 1 FOR THE SIGNATURE, DATE, AND MAILING INSTRUCTIONS.**

**PLEASE PROCEED TO PAGE 13, IF YOU ARE ALSO APPLYING FOR THE WAREHOUSE MANAGER II, CF, EXAMINATION. IF YOU ARE APPLYING FOR THE WAREHOUSE MANAGER II, CF ONLY, BE SURE TO COMPLETE QUESTIONS #1 – #22.**

**NOTE: IF YOU DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THE WAREHOUSE MANAGER II, CF, YOUR RESPONSES TO WAREHOUSE MANAGER II, CF WILL NOT BE EVALUATED.**

21. Initiate and monitor Service and Expense contracts to maintain material handling 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. Participate in a Centralized Procurement Program to purchase goods on an annual basis.

**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: \_\_\_\_\_

---

### **THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR WAREHOUSE MANAGER I and II, CF**

YOUR COMPLETED QUALIFICATIONS ASSESSMENT AND EXAMINATION APPLICATION (STD. 678) MUST INCLUDE YOUR ORIGINAL SIGNATURE AND MUST BE RECEIVED OR POSTMARKED BY **May 19, 2017**. 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

- 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.