



**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 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 base(s) 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. 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 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 / Prior State Employment (page 2)
- Conditions of Employment (pages 3 and 4)
- Rating Instructions (page 5)
- Knowledge & Work Experience – Water and Sewage Plant Supervisor, 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"/>	YES
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<input type="checkbox"/>	NO
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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
 Water and Sewage Plant Supervisor, CF**

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE. – YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

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. 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 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.

<input type="checkbox"/> 0005	ANYWHERE IN THE STATE - If this box is marked, no further selection is necessary.
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NOTE: California State Prison has been abbreviated as "CSP." Youth Correctional Facility has been abbreviated as "YCF." Youth Correctional Center has been abbreviated as "YCC."

NORTHERN REGION

<input type="checkbox"/> 0100 Alameda County	<input type="checkbox"/> 0200 Alpine County	<input type="checkbox"/> 0300 Amador County • Pine Grove Youth Conservation Camp
<input type="checkbox"/> 0400 Butte County	<input type="checkbox"/> 0500 Calaveras County	<input type="checkbox"/> 0600 Colusa County
<input type="checkbox"/> 0700 Contra Costa County	<input type="checkbox"/> 0800 Del Norte County • Pelican Bay State Prison	<input type="checkbox"/> 0900 El Dorado County
<input type="checkbox"/> 1100 Glenn County	<input type="checkbox"/> 1200 Humboldt County	<input type="checkbox"/> 1700 Lake County
<input type="checkbox"/> 1800 Lassen County • California Correctional Center • High Desert State Prison	<input type="checkbox"/> 2100 Marin County • CSP, San Quentin	<input type="checkbox"/> 2300 Mendocino County
<input type="checkbox"/> 2500 Modoc County	<input type="checkbox"/> 2800 Napa County	<input type="checkbox"/> 2900 Nevada County
<input type="checkbox"/> 3100 Placer County	<input type="checkbox"/> 3200 Plumas County	<input type="checkbox"/> 3400 Sacramento County • CSP, Sacramento • Folsom Women's Facility • Richard A. McGee Correctional Training Center
<input type="checkbox"/> 3800 San Francisco County	<input type="checkbox"/> 3900 San Joaquin County • California Health Care Facility • O.H. Close YCF • N.A. Chaderjian YCF • Northern California YCC	<input type="checkbox"/> 4100 San Mateo County
<input type="checkbox"/> 4500 Shasta County	<input type="checkbox"/> 4600 Sierra County	<input type="checkbox"/> 4700 Siskiyou County
<input type="checkbox"/> 4800 Solano County • California Medical Facility • CSP, Solano	<input type="checkbox"/> 4900 Sonoma County	<input type="checkbox"/> 5100 Sutter County
<input type="checkbox"/> 5200 Tehama County	<input type="checkbox"/> 5300 Trinity County	<input type="checkbox"/> 5500 Tuolumne County • Sierra Conservation Center
<input type="checkbox"/> 5700 Yolo County	<input type="checkbox"/> 5800 Yuba County	

CENTRAL REGION (CONTINUED ON BACK)

<input type="checkbox"/> 1000	Fresno County • Pleasant Valley State Prison	<input type="checkbox"/> 1400	Inyo County	<input type="checkbox"/> 1500	Kern County • California City Correctional Facility • California Correctional Institution • Kern Valley State Prison • North Kern State Prison • Wasco State Prison
<input type="checkbox"/> 1600	Kings County • Avenal State Prison • CSP, Corcoran • CA Substance Abuse Treatment Facility	<input type="checkbox"/> 2000	Madera County • Central California Women's Facility • Valley State Prison	<input type="checkbox"/> 2200	Mariposa County
<input type="checkbox"/> 2400	Merced County	<input type="checkbox"/> 2600	Mono County	<input type="checkbox"/> 2700	Monterey County • Correctional Training Facility • Salinas Valley State Prison
<input type="checkbox"/> 3500	San Benito County	<input type="checkbox"/> 4000	San Luis Obispo County • California Men's Colony	<input type="checkbox"/> 4300	Santa Clara County
<input type="checkbox"/> 4400	Santa Cruz County	<input type="checkbox"/> 5000	Stanislaus County	<input type="checkbox"/> 5400	Tulare County

SOUTHERN REGION

<input type="checkbox"/> 1300	Imperial County • Calipatria State Prison • Centinela State Prison	<input type="checkbox"/> 1900	Los Angeles County • CSP, Los Angeles County	<input type="checkbox"/> 3000	Orange County
<input type="checkbox"/> 3300	Riverside County • California Rehabilitation Center • Chuckawalla Valley State Prison • Ironwood State Prison	<input type="checkbox"/> 3600	San Bernardino County • California Institution for Men • California Institution for Women	<input type="checkbox"/> 3700	San Diego County • RJ Donovan Correctional Facility
<input type="checkbox"/> 4200	Santa Barbara County	<input type="checkbox"/> 5600	Ventura County • Ventura YCF		

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 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 (#1 - #23) 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 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, but less than 4 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. 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 pool 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 Experience

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 Experience

8. Collect and test water/sewage samples to ensure water 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 Experience

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 Experience

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 Experience

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 Experience

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 Experience

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 Experience

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 Experience

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 Experience

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 Experience

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 Experience

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 Experience

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 Experience

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 Experience

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 Experience

22. Direct skilled/semi-skilled workers in the operation of swimming pool 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

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 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 WATER AND SEWAGE PLANT SUPERVISOR, CF

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