



Release Date: August 23, 2013

File in Person Date: September 10, 2013

CALIFORNIA PRISON INDUSTRY AUTHORITY

**SALES REPRESENTATIVE, PRISON INDUSTRIES 3PI15
OPEN**

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR 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.

POSITION(S) EXIST IN	NORTHERN CALIFORNIA SOUTHERN CALIFORNIA
WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements). This is an OPEN examination.
FILE IN PERSON INFORMATION AND LOCATIONS	<p>State application (Form 678) must be filed in person on Tuesday, September 10, 2013, between 8:30 a.m. and 4:00 p.m. at either the northern or southern location.</p> <p>NORTHERN REGION LOCATION</p> <p>CALIFORNIA PRISON INDUSTRY AUTHORITY 560 EAST NATOMA STREET, HUMAN RESOURCES FOLSOM CA 95630</p> <p style="text-align: center;"><u>Or</u></p> <p>SOUTHERN REGION LOCATION</p> <p>VAN NUYS STATE OFFICE BUILDING 6150 VAN NUYS BOULEVARD, AUDITORIUM VAN NUYS, CA 91401</p> <p>Please be prepared to pay for parking.</p>
HOW TO APPLY	<p>You will be required to provide proof of identification when you apply in person. No applications will be accepted by mail, messenger, inter-office mail or express delivery. Applications delivered before or after the file-in-person date, listed times, or at other locations will not be accepted.</p> <p style="text-align: center;">DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR)</p>
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that interviews will be held during October 2013 in Northern and Southern California.
SALARY	\$4948-\$6195
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	An eligible list will be established for the California Prison Industry Authority (CALPIA). The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CALPIA BACKGROUND	CALPIA is a State-operated organization that was created by Chapter 1549, Statutes of 1982 (California Penal Code Section 2800) to provide productive work assignments for inmates in California's adult correctional institutions. CALPIA provides work assignments for approximately 5,900 inmates and operates over 60 service, manufacturing, and agricultural industries at 22 prisons throughout California. CALPIA is self-supporting and does not receive an annual appropriation from the Legislature. CALPIA's revenue comes from the sale of its products and services to governmental organizations. CALPIA's industries produce over 1,400 goods and services including: office furniture, clothing, food products, shoes, printing services, signs, binders, eye wear, gloves, license plates, cell equipment, and much more. CALPIA products and services are available to government entities, including federal, state, and local governmental agencies.
POSITION DESCRIPTION	Acts as a Sales Account Representative for the sale of products and services to California Government entities for all CALPIA enterprises. Responsible for all aspects of the sales process, including: developing strong organization and product/service knowledge, customer research and analysis, prospecting, identification of customer needs, negotiations, presentations, proposals, securing business, successfully handling objections and customer issues, conducting factory tours within correctional institutions and providing excellent customer service. Incumbent will be responsible for conducting sales activities in person at customer and potential customer locations, trade shows, as well as by phone/email with key emphasis on effective oral and written communication. Position will be responsible for presenting key features and benefits of CALPIA products and services to individuals as well as groups varying in size. Position will report to the CALPIA Sales Manager and will be responsible to utilize Microsoft Word, Excel, Powerpoint and other software programs beneficial for reports, analytics, presentations, research and correspondence. In addition, the incumbent will be responsible for providing customer feedback to Marketing, Operations, Administration Division branches and Executive staff. Moderate to extensive travel is required.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Applicants must meet the education and/or experience requirements for this examination by the file in person date. All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.
MINIMUM QUALIFICATIONS	<p style="text-align: center;"><u>Either I</u></p> <p>Two years of experience in the Prison Industries program of the California Department of Corrections and Rehabilitation performing the duties of a class with a level of responsibility equivalent to that of Sales Order Supervisor.</p> <p style="text-align: center;"><u>Or II</u></p> <p>Experience: Three years of experience as a <u>wholesale or institutional salesperson selling a variety of products to large public or private organizations.</u> (Experience as a route salesperson or rack jobber is not considered qualifying) and</p> <p><u>Education:</u> Equivalent to completion of two years of college. (Additional qualifying experience may be substituted for the required college education on a year-for-year basis.)</p> <p><u>Definition of Terms in Minimum Qualifications:</u> Rack jobber or route salesperson is someone that goes into a drug or food store, etc., inventory items on shelves; return to their truck and gather merchandise to replenish stock.</p>
SPECIAL PERSONAL CHARACTERISTICS	Demonstrated sales ability; ability to work with relative independence; neat personal appearance; willingness to travel; tact; willingness to work irregular hours.
EXAMINATION INFORMATION	<p>This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p style="text-align: center;">QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</p>

SCOPE	<p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Principles, techniques, and trends in marketing practices. 2. Problems involved and methods used in sales work. 3. Organization and functions of the California Department of Corrections and Rehabilitation (CDCR) and CALPIA. 4. Organizations, facilities, and services of City, County, and State agencies. 5. Industrial design, color coordination, and office layout. 6. Materials and processes used by CALPIA in the manufacture of products in various categories. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Communicate clearly and effectively in oral and written presentations. 2. Plan and make preliminary designs of custom products or adapt stock items to fit customer needs. 3. Analyze situation accurately. 4. Independently organize tasks to make efficient use of time. 5. Present the program of CDCR as well as products of Prison Industries. 6. Establish and maintain effective cooperative relations with persons contacted. 7. Make comprehensive and accurate field reports.
VETERANS' PREFERENCE	Veterans' Preference Credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.
QUESTIONS	If you have any questions concerning this announcement, please contact CALPIA, Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact CALPIA at (916) 358-2696 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview, due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at CALHR, local offices of the Employment Development Department, CALPIA, and at www.pia.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

CALPIA 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 change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Oral interviews will be scheduled in Northern and Southern California only.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) Subdivisional promotional, 2) departmental promotional, 3) multi-departmental, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin and under certain circumstances may be extended beyond that time.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and 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 may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required. Any limitation which restricts a person from safely performing the essential functions of the position may constitute the basis for removal of the candidate's name from the eligible list.

**GENERAL INFORMATION
(Continued)**

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing information on arrests and driving violations. Candidates will be fingerprinted to search fingerprint files to disclose any criminal record. The hiring agency will use this information to determine your suitability to become a CALPIA employee. Information collected for a background investigation is distinct from that required on the Examination Application (STD Form 678) which is completed prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required when completing the Examination Application.

Veterans' Preference Credits: California Law allows granting of Veterans' Preference Credits in Open examinations and Open Non-Promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in Open Non-promotional examinations is granted as follows: 10 points for veterans; and 15 points for disabled veterans. Directions for applying for Veterans' Preference Credits are on the Veterans' Preference application (Form 10093), which is available from CALHR, written test proctors, and the Department of Veterans Affairs, P. O. Box 942895, Sacramento, CA 94295-0001, and by contacting CALPIA.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work, 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity (EEO) Statement: CALPIA does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The EEO Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements to Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

CALIFORNIA PRISON INDUSTRY AUTHORITY
560 EAST NATOMA STREET * FOLSOM, CA 95630-2200-WWW.PIA.CA.GOV
CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922