



BULLETIN RELEASE DATE: DECEMBER 18, 2015

FINAL FILING DATE: JANUARY 19, 2016

# CALIFORNIA PRISON INDUSTRY AUTHORITY

## QUALITY CONTROL TECHNICIAN, PRISON INDUSTRIES (CLEANING PRODUCTS) 5PI17

### OPEN EXAMINATION - STATEWIDE

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.

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.

<b>POSITION (S) EXIST IN</b>	California State Prison, Los Angeles, California
<b>WHO SHOULD APPLY</b>	Applicants who meet the minimum qualifications (entrance requirements) in this announcement and who have not taken the examination in the last 12 months may apply for this examination.
<b>HOW TO APPLY</b>	State Applications (Form STD 678) must be filed by mail or in person, with the California Prison Industry Authority (CALPIA), Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200.  <b>Your State Application must include the above "Exam Title" and "Exam Code" in order to be processed. Applications without this information may be subject to rejection.</b>  <b>DO NOT SEND APPLICATIONS TO THE CALIFORNIA HUMAN RESOURCES DEPARTMENT (CaHR)</b>
<b>FINAL FILING DATE</b>	State Applications (Form STD 678) must be <b>POSTMARKED</b> no later than 5:00 pm on <b>JANUARY 19, 2016</b> . <b>Faxed or Emailed applications will not be accepted.</b> Applications postmarked, personally delivered or received via interoffice mail after the final file date will not be accepted for any reason.
<b>QUALIFICATIONS APPRAISAL INTERVIEW</b>	It is anticipated that interviews will be held during <b>FEB/MAR 2016</b> .
<b>SALARY RANGE</b>	<b>\$4286 - \$5320</b>
<b>SPECIAL TESTING ARRANGEMENTS</b>	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.
<b>ELIGIBLE LIST INFORMATION</b>	A departmental OPEN eligible list will be established for the California Prison Industry Authority (CALPIA). Eligibility expires <b>24</b> months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
<b>POSITION DESCRIPTION</b>	Performs chemical analyses of a variety of raw materials and finished products such as cleaning materials; conducts quantitative and qualitative tests on each batch of cleaning products mixed to assure each product meets specification; keeps abreast of the technological advances in the cleaning products industry and works with industry professionals in upgrading the formulas of the products manufactured in the plant; visits customer groups to review use of products and to determine if needs are being met; keeps records and prepares reports; registers Prison Industry Authority products with the appropriate State and Federal agencies; supervises, instructs and provides training to inmate staff in the performance of record-keeping tasks and related administrative duties; maintains order and supervises the conduct of persons committed to the Department of Corrections; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches inmates or wards for contraband, such as weapons or illegal drugs.
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<b>Note:</b> All applicants must meet the education and/or experience requirements for this examination by the <b>Final Filing</b> date. Your signature on your application indicates that you have read, understand, and possess the minimum qualifications required. <b>Applications/resumes received without this information will be rejected.</b>

<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION (continued)</b>	<p><b>Note:</b> All applications/resumes <u>must include</u> “to” and “from” employment dates (month/day/year), time-base, and official employment titles. <b>Applications/resumes received without this information will be rejected.</b></p> <p>Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>
<b>MINIMUM QUALIFICATIONS</b>	<p style="text-align: center;"><b><u>Either I</u></b></p> <p>Two years of experience in California state service performing the duties of a Laboratory Technician (Chemical Analysis).</p> <p style="text-align: center;"><b><u>Or II</u></b></p> <p>Experience: Two years of any kind of chemical testing and analyses,</p> <p style="text-align: center;"><b><u>and</u></b></p> <p>Education: Equivalent to graduation from college with major work in chemistry. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
<b>SPECIAL PHYSICAL CHARACTERISTICS</b>	<p>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.</p>
<b>EXAMINATION INFORMATION</b>	<p style="text-align: center;"><b>QUALIFICATIONS APPRAISAL – WEIGHTED 100%</b></p> <p>This examination will consist of a qualifications appraisal interview. During their interview, competitors should be prepared to answer questions relating to areas shown under scope. In order to obtain a position on the eligible list, a minimum rating of <b>70%</b> must be attained in the interview. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b></p>
<b>SPECIAL NOTE: EDUCATION AND EXPERIENCE</b>	<p><b>If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification.</b> For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, regardless of how long it has been since you attained the experience. Supplementary information will be accepted but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.</p>
<b>SCOPE OF EXAM</b>	<p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"> <li>1. Fundamentals of general, analytical, inorganic and organic chemistry to ensure compliance with CALPIA programs and regulations in order to conduct CALPIA activities and achieve its goals.</li> <li>2. Chemical laboratory methods, procedures, materials and equipment used in making quantitative and qualitative analyses to ensure accuracy and effectiveness, and analyze and summarize data.</li> <li>3. Principles of organic and inorganic chemistry as applied to the testing of raw materials and finished products to extract or identify key issues, draw conclusions and make recommendations.</li> <li>4. Basic computer skills, including document creation and CALPIA operating systems to effectively design, develop, and format written documents, such as memos, letters and reports.</li> </ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"> <li>1. Perform chemical testing work to make decisions in accordance with program or work unit goals and objectives.</li> <li>2. Analyze and interpret test information to ensure the quality, integrity and validity of products.</li> <li>3. Make recommendations on materials substitutions to address situations, convey information, and accurately communicate CALPIA objectives.</li> <li>4. Conduct independent chemical research and investigation work, and make recommendation relating to the development of specifications to determine and implement appropriate course of action, to evaluate potential effects of proposed regulations and alternatives in support of CALPIA’s mission.</li> <li>5. Prepare reports to ensure valid and reliable data and communicate information relating to CALPIA to various audiences.</li> <li>6. Analyze situation accurately and take effective action to ensure valid and reliable data to effectively achieve CALPIA goals.</li> <li>7. Keep accurate records to ensure integrity, compliance and minimize negative outcomes.</li> <li>8. Set up, adjust, calibrate, troubleshoot and maintain instruments to operate safely, efficiently and effectively with accuracy to ensure valid conclusions.</li> </ol>

<b>VETERANS' PREFERENCE/CAREER CREDITS</b>	<p>Effective January 1, 2014, in accordance with Government Code 18793.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.</p> <p>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.</p> <p>Career Credits are not granted in "OPEN" exams.</p>
<b>QUESTIONS?</b>	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 the California Prison Industry Authority 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.calpia.ca.gov](http://www.calpia.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. Ordinarily, oral interviews are scheduled at Folsom headquarters and correctional institutions throughout the State. However, locations of interviews may be limited or extended as conditions warrant.

**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.

**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 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:** Effective January 1, 2014, in accordance with Government Code 18793.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply to Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

**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 Statement:** The California Prison Industry Authority does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity 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.

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CALIFORNIA PRISON INDUSTRY AUTHORITY  
560 EAST NATOMA STREET \* FOLSOM, CA 95630-2200-WWW.CALPIA.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