



# DIGITAL PRINT OPERATOR I

**EXAM CODE:** 8JU47  
**DEPARTMENT:** SERVICEWIDE  
**EXAM TYPE:** OPEN  
**LOCATION(S):** STATEWIDE  
**BULLETIN RELEASE DATE:** FRIDAY, DECEMBER 21<sup>ST</sup>, 2018  
**FINAL FILING DATE:** THURSDAY, JANUARY 10<sup>TH</sup>, 2019  
**SALARY INFORMATION:** \$2,947 - \$3,690\*  
**CLASS & SCHEM CODE:** 1411 / CL35

## EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

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 the objective of the state of California to achieve a drug-free state 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.

## WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the cut-off date located on the Examinations Page of the OAG website (oag.ca.gov). All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and applicable classification titles.

## SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "examination application." You will be notified in writing to determine what assistance can be provided.

## ELIGIBLE LIST INFORMATION

This eligible list will be used service wide by all State agencies. 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.



## FINAL FILING DATE

**Thursday, January 10, 2019**

Examination applications (form STD 678) must be postmarked (U.S. mail) or personally delivered no later than the final filing date located on the Examinations Page of the OAG website (<http://www.oag.ca.gov>). Applications must also have an original signature. Applications without original signature will be rejected from the examination.

## MINIMUM QUALIFICATIONS

### EITHER I

In the California state service, one year of experience equivalent to an Office Assistant (General) or Bookbinder I.

### OR II

Two years of experience performing general clerical duties that include operation of general office equipment including but not limited to photocopiers, laser printers, and word processing equipment.

## POSITION DESCRIPTION

This is the entry and first journey level in the series. Under general supervision, incumbents perform a variety of complex tasks associated with completing high-speed duplication and/or digital printing work. This work includes entering commands into the equipment being operated, performing the less complex digital manipulations needed to prepare the printing job, and performing the finishing tasks associated with the assigned printing jobs.

Positions exist throughout the State of California.

## EXAMINATION INFORMATION

In order to obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. This exam will consist of the following:

### TRAINING & EXPERIENCE QUESTIONNAIRE – 100%

The Training and Experience (T&E) questionnaire consists of job-related questions designed to assess an applicant's education, training, and experience with performing relevant job duties, as well as the possession of job-related knowledge, skills, and abilities. The exam will be scored using objective, point-based scoring criteria.

## KNOWLEDGE, SKILLS, & ABILITIES

The Training & Experience Questionnaire will measure the following:

### KNOWLEDGE OF:

1. Principles and procedures used to operate high-speed or digital print equipment
2. Papers and tools used in high-speed print duplication
3. Record-keeping practices, supply inventory, and requisition processes
4. Basic electronics and computer commands used to operate digital print equipment
5. Safety requirements applied in the operation of large equipment
6. Industrial workplace safety practices



#### ABILITY TO:

1. Operate digital print equipment
2. Perform minor repairs
3. Prepare job for shipment
4. Follow oral and written instructions used to complete printing jobs
5. Organize, prioritize, schedule, and structure multiple work tasks in order to optimize efficient use of print capabilities
6. Identify minor problems with print jobs or equipment and make corrections
7. Take measurements using fractions and apply basic mathematical functions (addition, subtraction, multiplication, and division)
8. set up and operate various types of finishing equipment including hydraulic drills, cutters, heavy-duty stitchers, and comb binding machines
9. Interact effectively and courteously with all levels of personnel, customers, vendors, and other parties
10. Move and/or lift up to 50 pounds
11. Stand for long periods of time

#### SPECIAL CHARACTERISTICS

##### PERSONAL CHARACTERISTICS:

Flexibility to adapt to changing work priorities; willingness to work in a noisy environment; and willingness to work nights and overtime. May require color vision sufficient to perform essential functions of jobs involving color printing.

##### ADDITIONAL DESIRABLE QUALIFICATIONS:

Graduation from high school or its equivalent.

#### VETERANS' PREFERENCE

Veterans' preference credits will be awarded in this examination, pursuant to government code section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance 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 veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans preference is not granted once a person achieves permanent civil service status.

#### CAREER CREDITS

Career credits do not apply for this examination.

#### FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [Standard State Employment Application \(Form STD 678\)](#)
- [Training & Experience Questionnaire](#)
- [Affirmation Page](#)
- [Conditions of Employment \(Form 631\)](#)



**MAILING ADDRESS:**

DEPARTMENT OF JUSTICE  
TESTING & SELECTION UNIT  
ATTN: DIGITAL PRINT OPERATOR I EXAMINATION  
P.O. BOX 944255  
SACRAMENTO, CA 94244-2550

**FILE-IN-PERSON:**

DEPARTMENT OF JUSTICE  
TESTING & SELECTION UNIT  
ATTN: DIGITAL PRINT OPERATOR I EXAMINATION  
1300 "I" STREET, FIRST FLOOR LOBBY  
SACRAMENTO, CA 95814

**DO NOT SUBMIT APPLICATIONS**

- **TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)**
- **THROUGH EMAIL**
- **THROUGH FAX**
- **THROUGH INTER-AGENCY MAIL**

**CONTACT INFORMATION**

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

<b>PHONE NUMBER:</b>	<b>916-210-6021</b>
<b>FAX NUMBER:</b>	<b>916-445-1218</b>
<b>EMAIL ADDRESS:</b>	<b><i>TSU@DOJ.CA.GOV</i></b>



## State of California, Department of Justice ~ Examination Bulletin

### GENERAL INFORMATION

The Department of Justice 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 laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, seven days prior to the test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, 916-210-6021, TDD (916) 952-8396 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 California Department of Human Resources Offices ([www.jobs.ca.gov](http://www.jobs.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.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.

**Examination Locations:** Tests will be given in such places in California as the number of candidates and conditions warrant. Tests are not always given where positions currently exist.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

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

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans Preference:** Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance 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 veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> 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 and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento)

Department of Justice, Office of the Attorney General  
Office of Human Resources, Testing & Selection Unit  
1300 I Street, Sacramento, CA 95814  
916-210-6021

If hearing impaired, call the California Relay Service.  
1-800-735-2929 (From TDD Phone)  
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.



# California Department of Justice

## Digital Print Operator I

### Training and Experience Questionnaire

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This Training and Experience (T&E) Questionnaire is the examination for the classification of Digital Print Operator I. The results of this examination will determine your placement on the hiring eligible list for the classification should any open positions become available.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your education, training, and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Digital Print Operator I position. Your responses in this questionnaire may be later used as information for follow-up questions during a hiring interview.

The overall assessment consists of 3 sections:

- Communication
- Equipment & Quality Control
- Project Management & Inventory

The T&E Questionnaire is the sole component of Digital Print Operator I examination. All instructions should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your T&E Questionnaire and disqualification from this examination. Please keep a copy of your completed questionnaire for your records.

If you have any questions regarding this questionnaire, please contact:

Department of Justice  
Testing and Selection Unit  
(916) 210-6021  
[TSU@doj.ca.gov](mailto:TSU@doj.ca.gov)

## **How to take a T&E**

### **What is a T&E?**

A Training and Experience Questionnaire (T&E) is a way to measure the previous experience, training, and/or education that a candidate has that is relevant to the job for which the exam is being conducted.

T&Es are typically questionnaires that consist of a series of statements that represent qualities important for successful job performance. You will be asked to rate yourself on the experience, training, and education that you will bring to the job.

### **How do I rate myself?**

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings.

- To start, pull together some important personal reference materials. You're most likely going to be asked to rate yourself based on your previous work experience. It can be difficult to accurately recall in detail the accomplishments you have achieved in your career. So take a moment to refresh your memory.
  - Pull out your resume and review it. Update it if you need to. Look over your previous positions and the tasks that you performed while in those positions.
  - Review past performance appraisals. These may contain development plans or details of projects that you completed in the past.
  - Look over your transcripts. Remind yourself of the courses that you have taken in your educational path. If there are educational requirements, you may be asked about specific courses that you took while pursuing your education.
  - Make a list of training courses and professional classes that you have taken throughout your career. Note any certifications that you may have achieved. Sometimes you may not have the previous work experience but you may have taken coursework that exposed you to similar knowledge or skills.
  - Read the questions and the response options carefully. Consider all your relevant training and experience.

### **How do I choose which rating best represents me?**

- After you have reviewed some of your personal reference materials you should be in a pretty good position to rate yourself accurately.
  - Be honest. Don't diminish your accomplishments or the amount of time that you have put into your career. As you rate yourself, keep your personal resources next to you and refer to them as needed to refresh your memory.
  - Be truthful. Don't exaggerate what you have done. While it's common to want to present yourself to the best advantage, T&Es are of most use when your ratings are accurate. Rating yourself higher in certain experiences or indicating that you have more training than you do in actuality isn't necessarily going to result in a higher score. Often candidates' responses on the T&E questionnaire are confirmed during the hiring interview. Blatantly falsifying your employment history may lead to disciplinary action and/or removal from the employment list.

## Affirmation Page

All applicants **must complete and return the entire** Training and Experience Questionnaire in addition to their Standard State Application by the announced Final Filing date to be considered for this examination process.

The completed Training and Experience Questionnaire and State Application (STD. 678) must be returned to one of the following addresses:

**Mailing Address:**

Department of Justice  
Testing & Selection Unit  
PO Box 944255  
Sacramento, CA 94244-2550

**File in Person:**

Department of Justice  
Testing & Selection Unit  
1300 I Street, 1st Floor Lobby  
Sacramento, CA 95814

**I hereby certify that the information provided on this Training and Experience 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, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.**

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your Name (printed): \_\_\_\_\_

Contact Information:

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_



## COMMUNICATION

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

1. Communicate verbally and in writing with support staff and supervisors to process and complete assignments.

**1a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience/training
- C. Between 4-6 months of experience/training
- D. Between 7-9 months of experience/training
- E. Between 10-12 months of experience/training
- F. More than one year of experience/training

**1b) How would you describe your readiness to perform the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

2. Use computer software for administrative and communication purposes (e.g., Microsoft Word and Outlook, Adobe Acrobat).

**2a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience/training
- C. Between 4-6 months of experience/training
- D. Between 7-9 months of experience/training
- E. Between 10-12 months of experience/training
- F. More than one year of experience/training

**2b) How would you describe your readiness to perform the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

3. Communicate with vendors for machine maintenance and repairs.

**3a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience/training
- C. Between 4-6 months of experience/training
- D. Between 7-9 months of experience/training
- E. Between 10-12 months of experience/training
- F. More than one year of experience/training

**3b) How would you describe your readiness to perform the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

4. Follow directions from work-orders, emails, supervisors, and/or support staff.

**4a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience/training
- C. Between 4-6 months of experience/training
- D. Between 7-9 months of experience/training
- E. Between 10-12 months of experience/training
- F. More than one year of experience/training

**4b) How would you describe your readiness to perform the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

5. Review printing requests for processing instructions (e.g., paper type, size, quantity, binding).

**5a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience/training
- C. Between 4-6 months of experience/training
- D. Between 7-9 months of experience/training
- E. Between 10-12 months of experience/training
- F. More than one year of experience/training

**5b) How would you describe your readiness to perform the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

## EQUIPMENT & QUALITY CONTROL

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

6. Inspect completed forms for quality, accuracy, completeness, etc.

**6a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience/training
- C. Between 4-6 months of experience/training
- D. Between 7-9 months of experience/training
- E. Between 10-12 months of experience/training
- F. More than one year of experience/training

**6b) How would you describe your readiness to perform the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

7. Clean machines (e.g., wipe glass, dust) to prevent build up and ensure efficient operation.

**7a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience/training
- C. Between 4-6 months of experience/training
- D. Between 7-9 months of experience/training
- E. Between 10-12 months of experience/training
- F. More than one year of experience/training

**7b) How would you describe your readiness to perform the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

8. Operate a variety of copying and printing machines (e.g., high speed copiers and printers).

**8a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience/training
- C. Between 4-6 months of experience/training
- D. Between 7-9 months of experience/training
- E. Between 10-12 months of experience/training
- F. More than one year of experience/training

**8b) How would you describe your readiness to perform the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

9. Use a variety of computer software to open, scan, and print electronic documents (e.g., Excel, Microsoft Word, Adobe Acrobat).

**9a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience/training
- C. Between 4-6 months of experience/training
- D. Between 7-9 months of experience/training
- E. Between 10-12 months of experience/training
- F. More than one year of experience/training

**9b) How would you describe your readiness to perform the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

10. Scan paper documents using computer software (e.g., Adobe Acrobat).

**10a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience/training
- C. Between 4-6 months of experience/training
- D. Between 7-9 months of experience/training
- E. Between 10-12 months of experience/training
- F. More than one year of experience/training

**10b) How would you describe your readiness to perform the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

11. Scan documents onto CD's.

**11a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience/training
- C. Between 4-6 months of experience/training
- D. Between 7-9 months of experience/training
- E. Between 10-12 months of experience/training
- F. More than one year of experience/training

**11b) How would you describe your readiness to perform the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

12. Perform manual tasks as needed to complete the order (e.g., inserting, folding).

**12a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience/training
- C. Between 4-6 months of experience/training
- D. Between 7-9 months of experience/training
- E. Between 10-12 months of experience/training
- F. More than one year of experience/training

**12b) How would you describe your readiness to perform the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

## PROJECT MANAGEMENT & INVENTORY

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

13. Prioritize multiple assignments and efficiently use available resources to meet deadlines.

**13a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience/training
- C. Between 4-6 months of experience/training
- D. Between 7-9 months of experience/training
- E. Between 10-12 months of experience/training
- F. More than one year of experience/training

**13b) How would you describe your readiness to perform the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.



14. Working independently to complete multiple projects and meet deadlines with minimal supervision.

**14a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience/training
- C. Between 4-6 months of experience/training
- D. Between 7-9 months of experience/training
- E. Between 10-12 months of experience/training
- F. More than one year of experience/training

**14b) How would you describe your readiness to perform the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

15. Adhere to workplace safety procedures (e.g., following safety procedures provided in operating/user manuals).

**15a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience/training
- C. Between 4-6 months of experience/training
- D. Between 7-9 months of experience/training
- E. Between 10-12 months of experience/training
- F. More than one year of experience/training

**15b) How would you describe your readiness to perform the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

16. Submit monthly meter counts to log paper usage or machine usage.

**16a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience/training
- C. Between 4-6 months of experience/training
- D. Between 7-9 months of experience/training
- E. Between 10-12 months of experience/training
- F. More than one year of experience/training

**16b) How would you describe your readiness to perform the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

17. Inventory current supply of necessary materials (e.g., paper types and sizes, toner).

**17a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience/training
- C. Between 4-6 months of experience/training
- D. Between 7-9 months of experience/training
- E. Between 10-12 months of experience/training
- F. More than one year of experience/training

**17b) How would you describe your readiness to perform the above task? (Choose One)**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

**THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE**

**Please submit this document along with any other required documentation  
per the instructions on page 3.**

**Digital Print Operator I  
TRAINING & EXPERIENCE EXAMINATION**

Name: \_\_\_\_\_

Please select the type(s) of employment and location(s) for which you are willing to accept employment. If you are successful in the examination, your name will be placed on the employment list and referred to fill vacancies according to the conditions you specify on this form.

**TYPE OF EMPLOYMENT YOU WILL ACCEPT:**

- |   |  |
|---|--|
| <input type="checkbox"/> Permanent – Full Time    | <input type="checkbox"/> Limited Term – Full Time    |
| <input type="checkbox"/> Permanent – Part Time    | <input type="checkbox"/> Limited Term – Part Time    |
| <input type="checkbox"/> Permanent - Intermittent | <input type="checkbox"/> Limited Term - Intermittent |

☐ **ANYWHERE IN THE STATE** – If checked, no further selection is necessary.  
If you select more than 15 counties below, you may be considered available for work anywhere in the State

☐ **8004 ANYWHERE IN THE NORTHERN REGION** or make Northern Region county choices below.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> 0400 Butte     | <input type="checkbox"/> 2300 Mendocino | <input type="checkbox"/> 4600 Sierra   |
| <input type="checkbox"/> 0600 Colusa    | <input type="checkbox"/> 2500 Modoc     | <input type="checkbox"/> 4700 Siskiyou |
| <input type="checkbox"/> 0800 Del Norte | <input type="checkbox"/> 2900 Nevada    | <input type="checkbox"/> 5100 Sutter   |
| <input type="checkbox"/> 1100 Glen      | <input type="checkbox"/> 3100 Placer    | <input type="checkbox"/> 5200 Tehama   |
| <input type="checkbox"/> 1200 Humboldt  | <input type="checkbox"/> 3200 Plumas    | <input type="checkbox"/> 5300 Trinity  |
| <input type="checkbox"/> 1700 Lake      | <input type="checkbox"/> 4500 Shasta    | <input type="checkbox"/> 5800 Yuba     |
| <input type="checkbox"/> 1800 Lassen    |   |  |

☐ **8001 ANYWHERE IN THE CENTRAL REGION** or make Central Region county choices below.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 0100 Alameda      | <input type="checkbox"/> 2200 Mariposa      | <input type="checkbox"/> 4100 San Mateo   |
| <input type="checkbox"/> 0200 Alpine       | <input type="checkbox"/> 2400 Merced        | <input type="checkbox"/> 4300 Santa Clara |
| <input type="checkbox"/> 0300 Amador       | <input type="checkbox"/> 2700 Monterey      | <input type="checkbox"/> 4400 Santa Cruz  |
| <input type="checkbox"/> 0500 Calaveras    | <input type="checkbox"/> 2800 Napa          | <input type="checkbox"/> 4800 Solano      |
| <input type="checkbox"/> 0700 Contra Costa | <input type="checkbox"/> 3400 Sacramento    | <input type="checkbox"/> 4900 Sonoma      |
| <input type="checkbox"/> 0900 El Dorado    | <input type="checkbox"/> 3500 San Benito    | <input type="checkbox"/> 5000 Stanislaus  |
| <input type="checkbox"/> 1000 Fresno       | <input type="checkbox"/> 3800 San Francisco | <input type="checkbox"/> 5500 Tuolumne    |
| <input type="checkbox"/> 2000 Madera       | <input type="checkbox"/> 3900 San Joaquin   | <input type="checkbox"/> 5700 Yolo        |
| <input type="checkbox"/> 2100 Marin        |   |   |

☐ **8011 ANYWHERE IN THE SOUTHERN REGION** or make Southern Region county choices below.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 1300 Imperial    | <input type="checkbox"/> 2600 Mono           | <input type="checkbox"/> 4000 San Luis Obispo |
| <input type="checkbox"/> 1400 Inyo        | <input type="checkbox"/> 3000 Orange         | <input type="checkbox"/> 4200 Santa Barbara   |
| <input type="checkbox"/> 1500 Kern        | <input type="checkbox"/> 3300 Riverside      | <input type="checkbox"/> 5400 Tulare          |
| <input type="checkbox"/> 1600 Kings       | <input type="checkbox"/> 3600 San Bernardino | <input type="checkbox"/> 5600 Ventura         |
| <input type="checkbox"/> 1900 Los Angeles | <input type="checkbox"/> 3700 San Diego      |   |

