



DEPARTMENT OF STATE HOSPITALS

Training and Experience Assessment Instruction

EXAMINATION INFORMATION

All parts of this examination belong to the Department of State Hospitals. Copying or making any record of any parts of this examination is against the law.

HOW TO COMPLETE YOUR TRAINING & EXPERIENCE ASSESSMENT

- Read the instructions on the Training and Experience Assessment carefully before you begin.
- Fill out all of your personal information truthfully and to the best of your knowledge.
- Include any previous and current Employment and/or Education References.
- Make sure you answer all items AND ensure an Employment and/or Education box is checked in the appropriate box for each item.
- Use the rating scales provided to indicate under the column “Experience,” the number of years you have performed each statement.
- Use the rating scales provided to indicate under the column “Frequency,” the number of times you have performed each statement.
- Under the column “References,” identify an Employment(s) and/or Education reference(s) for each statement.
- Make sure you do not skip any pages in the assessment. Check the page and item numbers as you work through the assessment.
- **NOTE: INCORRECT MARKS OR BLANK REPSONSES WILL NOT BE SCORED AND MAY AFFECT YOUR OVERALL SCORE.**

Please submit your completed Training and Experience Assessment, along with a standard State Application Form, STD. 678 as follows:

Mail or Hand Deliver to:

DEPARTMENT OF STATE HOSPITALS - SACRAMENTO
SELECTION SERVICES UNIT
1600 9TH STREET, ROOM 121
SACRAMENTO, CA 95814
(916) 651-8832

***Remember to sign your Training and Experience Assessment as well as your standard State Application Form, STD. 678.**

An example to fill out your Training and Experience Assessment has been provided on the next page.



Training Program Specialist

Training and Experience Assessment

Read instructions carefully

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The Training Program Specialist examination consists of a Training and Experience Assessment used to evaluate your education, training, and experience. The eligible list resulting from this examination process will be used by the Department of State Hospitals facilities to fill their existing positions.

This Training and Experience Assessment will account for 100% of the weight of your examination for this classification. Therefore, please be sure to follow the instructions carefully.

Candidate's Name: John Doe

Social Security Number: 555-00-5555

Address: 1123 Mather Road, Sunny City, CA 91215

*****In order to expedite the hiring process, your phone numbers are required*****

Home Phone Number: 123-555-555

Work Phone Number: 123-456-7890

Cellular Phone Number: 123-233-4455

*****Verification References*****

Provide references that correspond with the ratings you provide in this examination. Prior to receiving an offer for employment, these references may be contacted to confirm that you have paid or unpaid experience pertaining to the duties and requirements listed in this examination. List all references that apply.

EMPLOYMENT

Employment Reference 1

Job Title: Training Coordinator

Organization Name and Address: ABZ Corporate Agency

Dates Worked: From: 7/1/2010 To: 7/30/2013

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities: Dana Clark

Contact Phone Number(s) of the above Individual(s): 555-565-5656

EDUCATION

Education Reference 1

School Name and Address: University of California, Sunny City

Degree(s) Earned: Business Administration with Concentration in Communications

Date(s) Attended: From: 9/1/2005 To: 5/1/2010

**Training Program Specialist
TRAINING AND EXPERIENCE ASSESSMENT**

WORK EXPERIENCE

Section 1: Task Ratings

Instructions:

Using the rating scales provided below, you will rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and WORK EXPERIENCE whether paid or volunteer.

Note to Applicant: Please read carefully. Utilizing the scales provided, for items 1-2, indicate under "Experience" the number of years you have performed each statement. Indicate under "Frequency," the number of times you have performed each statement. Under "References," identify an employment(s) and/or education reference(s) for each statement.

ITEM	Experience I have performed this task for: 4 - More than five years 3 - More than three years and up to five years 2 - More than one year and up to three years 1 - More than six months and up to one year 0 - Zero to six months	Frequency <i>I have performed this task:</i> 4 - More than 30 times 3 - At least 21-30 times 2 - At least 11-20 times 1 - At Least 1-10 times 0 - 0 times	EXPERIENCE	FREQUENCY	REFERENCES: EMPLOYMENT (EMP)/ EDUCATION (EDU)
1.	Develop Human Resources training curriculum (e.g. classification & pay, exam development, survey) to ensure a comprehensive class using PowerPoint, manuals, and handouts.		2	2	<input checked="" type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP __
2.	Develop training exercises utilizing books, team building concepts, fill-in-the-blanks, and question/answer exercises in order to assist the students comprehend the materials.		2	1	<input checked="" type="checkbox"/> EMP 1 <input checked="" type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP __

**Training Program Specialist
TRAINING AND EXPERIENCE ASSESSMENT**

WORK EXPERIENCE

Section 2: KSA Ratings

Instructions:

Using the rating scale provided below, you will rate your experience in accordance to specific job-related knowledge and abilities.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and WORK EXPERIENCE whether paid or volunteer.

Note to Applicant: Please read carefully. Utilizing the scales provided, for items 3-4, indicate under "Experience," the number of years you have performed each statement. Under "References," identify an employment(s) and/or education reference(s) for each statement.

ITEM	Experience I have performed this task for: 4 - More than five years 3 - More than three years and up to five years 2 - More than one year and up to three years 1 - More than six months and up to one year 0 - Zero to six months	EXPERIENCE	REFERENCES: EMPLOYMENT (EMP) EDUCATION (EDU)
3.	Knowledge of training techniques to ensure informative and engaging discussions for various audiences.	3	<input checked="" type="checkbox"/> EMP 1 <input checked="" type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
4.	Ability to effectively conduct and convey training objectives to audiences with varying levels of understanding.	2	<input checked="" type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__



Supervising Groundskeeper II

Training and Experience Assessment

Read instructions carefully

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The Supervising Groundskeeper II examination consists of a Training and Experience Assessment used to evaluate your education, training, and experience. The eligible list resulting from this examination process will be used by the Department of State Hospitals facilities to fill their existing positions.

This Training and Experience Assessment will account for 100% of the weight of your examination for this classification. Therefore, please be sure to follow the instructions carefully.

Candidate's Name: _____

Social Security Number: _____

Address: _____

*****In order to expedite the hiring process, your phone numbers are required*****

Home Phone Number: _____

Work Phone Number: _____

Cellular Phone Number: _____

*****Verification References*****

Provide references that correspond with the ratings you provide in this examination. Prior to receiving an offer for employment, these references may be contacted to confirm that you have paid or unpaid experience pertaining to the duties and requirements listed in this examination. List all references that apply.

EMPLOYMENT

Employment Reference 1

Job Title: _____

Organization Name and Address: _____

Dates Worked: From: _____ To: _____

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities: _____

Contact Phone Number(s) of the above Individual(s): _____

Employment Reference 2

Job Title: _____

Organization Name and Address: _____

Dates Worked: From: _____ To: _____

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities: _____

Contact Phone Number(s) of the above Individual(s): _____

Employment Reference 3

Job Title: _____
Organization Name and Address: _____
Dates Worked: From: _____ To: _____
Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities: _____
Contact Phone Number(s) of the above Individual(s): _____

Employment Reference 4

Job Title: _____
Organization Name and Address: _____
Dates Worked: From: _____ To: _____
Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities: _____
Contact Phone Number(s) of the above Individual(s): _____

Employment Reference 5

Job Title: _____
Organization Name and Address: _____
Dates Worked: From: _____ To: _____
Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities: _____
Contact Phone Number(s) of the above Individual(s): _____

Employment Reference 6

Job Title: _____
Organization Name and Address: _____
Dates Worked: From: _____ To: _____
Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities: _____
Contact Phone Number(s) of the above Individual(s): _____

EDUCATION

Education Reference 1

School Name and Address: _____
Degree(s) Earned: _____
Date(s) Attended: From: _____ To: _____

Education Reference 2

School Name and Address: _____
Degree(s) Earned: _____
Date(s) Attended: From: _____ To: _____

Education Reference 3

School Name and Address: _____
Degree(s) Earned: _____
Date(s) Attended: From: _____ To: _____

Education Reference 4

School Name and Address: _____

Degree(s) Earned: _____

Date(s) Attended: From: _____ To: _____

VERY IMPORTANT: PLEASE READ THIS ENTIRE SECTION CAREFULLY.

Before a hiring decision will be made, your responses to exam questions will be verified. A hiring manager or personnel staff member may contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

If it is determined at any time that you have made any false or inaccurate representations in any of the information you have provided, you may be disqualified from this process, suffer a loss of State employment, and/or suffer a loss of the right to compete in any future State of California hiring processes. You are solely responsible for the accuracy of the responses provided.

This warning has been provided to protect your rights as a job candidate as well as the rights of the department. Be advised that you are expected to answer truthfully and accurately.

I certify and understand that all the statements I have made in this assessment is true and complete to the best of my knowledge and contains no willful misrepresentation of falsifications.

Signature

Date

FILING INSTRUCTIONS:

Please submit your completed Training and Experience Assessment, along with a standard State Application Form, STD. 678 as follows:

Mail or Hand Deliver to:

DEPARTMENT OF STATE HOSPITALS-SACRAMENTO
SELECTION SERVICES UNIT
1600 9TH STREET, ROOM 121
SACRAMENTO, CA 95814
(916) 651-8832

**Supervising Groundskeeper II
TRAINING AND EXPERIENCE ASSESSMENT**

Name: _____

MINIMUM QUALIFICATIONS

Each candidate must meet the minimum qualifications on his/her application by the established cut-off date. If not, the candidate's application in the examination process will be rejected and his/her Training and Experience Assessment will not be scored. Please ensure that your State application (STD. Form 678) clearly indicates your education, experience, and licensure information reflective of the minimum qualifications for this examination process as stated below:

EITHER I

One year of experience performing the duties of a Supervising Groundskeeper I in the California state service.

OR II

Experience: Two years of supervisory experience in planting and cultivating flowers, trees, lawns, and shrubs, and in general grounds maintenance work at public parks, institutions, large private estates, or in commercial nurseries landscape work or highway landscaping work.(Completion of a two-year nondegree course in landscape design or landscape gardening may be substituted for one year of the required experience.)

**Supervising Groundskeeper II
TRAINING AND EXPERIENCE ASSESSMENT**

Name: _____

WORK EXPERIENCE

Section 1: Task Ratings

Instructions:

Using the rating scales provided below, you will rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and WORK EXPERIENCE whether paid or volunteer.

Note to Applicant: Please read carefully. Utilizing the scales provided, for items 1-20, indicate under "Experience," the number of years you have performed each statement. Indicate under "Frequency," the number of times you have performed each statement. Under "References," identify an employment(s) and/or education reference(s) for each statement.

ITEM	Experience I have performed this task for: 4 - More than five years 3 - More than three years and up to five years 2 - More than one year and up to three years 1 - More than six months and up to one year 0 - Zero to six months	Frequency I have performed this task: 4 - More than 30 times 3 - At least 21-30 times 2 - At least 11-20 times 1 - At Least 1-10 times 0 - 0 times	EXPERIENCE	FREQUENCY	REFERENCES: EMPLOYMENT (EMP) EDUCATION (EDU)
1.	Supervising staff engaged in landscape maintenance (e.g. planting, cultivating, transplanting, and caring for vegetation and various ground covers) to ensure safety/security and aesthetics using communication, training, and work orders under the direction of the immediate supervisor on a daily basis.				<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP _
2.	Supervising staff in the maintenance of gardening tools and equipment to ensure safety and proper operation using operations and maintenance manuals, communication, training, and work orders as required.				<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP _
3.	Directing staff in their work to ensure productivity and compliance utilizing work orders and communication skills on a daily basis.				<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP _

**Supervising Groundskeeper II
TRAINING AND EXPERIENCE ASSESSMENT**

Name: _____

ITEM	Experience I have performed this task for: 4 - More than five years 3 - More than three years and up to five years 2 - More than one year and up to three years 1 - More than six months and up to one year 0 - Zero to six months	Frequency I have performed this task: 4 - More than 30 times 3 - At least 21-30 times 2 - At least 11-20 times 1 - At Least 1-10 times 0 - 0 times	EXPERIENCE	FREQUENCY	REFERENCES: EMPLOYMENT (EMP)/ EDUCATION (EDU)
4.	Designing and laying out landscape work (e.g. sprinkler systems, flower beds, and hardscapes) to ensure safety/security and aesthetics using training, blue prints, and plans under the direction of the immediate supervisor.				<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
5.	Supervising staff in the operation and maintenance of greenhouses and other buildings used for plant propagation to produce landscape vegetation using communication, training, and work orders as needed.				<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
6.	Supervising staff performing the task of tree trimming and minor tree surgery to maintain tree health, safety/security, and aesthetics utilizing industry standards, safety orders, communication, training, and work orders as needed.				<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
7.	Directing (or assists with the direction of) staff in the maintenance and repair of roads, walks (e.g., asphalt, gravel, soil, decomposed granite, concrete, etc.) and surface water drainage ditches and canals in order to maintain erosion control, safety, proper drainage, wildlife preservation, and aesthetics utilizing established landscape procedures and personal knowledge under the guidelines of regulatory agencies and the direction of the immediate supervisor.				<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
8.	Directing staff in the preparation of athletic fields for various sports and athletic events to ensure a safe and functional facility using reference materials, communication, training, and work orders as needed.				<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
9.	Maintaining time and cost records for projects, cost estimates, budget consumption, and reimbursements using spreadsheets and other reporting software to create various documents utilized to stay within projected budget under the direction of the immediate supervisor.				<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__

**Supervising Groundskeeper II
TRAINING AND EXPERIENCE ASSESSMENT**

Name: _____

ITEM	Experience I have performed this task for: 4 - More than five years 3 - More than three years and up to five years 2 - More than one year and up to three years 1 - More than six months and up to one year 0 - Zero to six months	Frequency I have performed this task: 4 - More than 30 times 3 - At least 21-30 times 2 - At least 11-20 times 1 - At Least 1-10 times 0 - 0 times	EXPERIENCE	FREQUENCY	REFERENCES: EMPLOYMENT (EMP) EDUCATION (EDU)
10.	Assisting in the preparation of the grounds maintenance budget to ensure an adequate supply of material using previous consumption reports under the direction of the immediate supervisor.				<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
11.	Developing scope of services for service and expense contract for landscaping projects in order to provide services and/or goods for identified needs/problems/deficiencies outside of the normal job scope of staff utilizing rules, laws, regulations, job descriptions, Architectural/Engineering requests, industry standards, former contracts, etc., under the direction of the immediate supervisor.				<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
12.	Maintaining security of tools and work materials (at the beginning and ending of each shift/workday) to protect the safety/security of the facility by training, directing, and monitoring staff compliance with tool control procedures and material storage and disposal procedures on an on-going basis.				<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
13.	Participating in the disciplinary process in order to correct/improve employee performance/behavior or address issues of substandard performance.				<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
14.	Supervising staff to control and remove noxious weeds in accordance with proper licensing, laws and regulations, using communication, training, and work orders on a daily basis.				<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
15.	Arranging and providing training for staff in order to develop knowledge, skills, and the potential for advancement and meet minimum training requirements utilizing in-service training facilities, on-the-job training, and contracted training services under the direction of the immediate supervisor.				<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__

**Supervising Groundskeeper II
TRAINING AND EXPERIENCE ASSESSMENT**

Name: _____

ITEM	Experience I have performed this task for: 4 - More than five years 3 - More than three years and up to five years 2 - More than one year and up to three years 1 - More than six months and up to one year 0 - Zero to six months	Frequency I have performed this task: 4 - More than 30 times 3 - At least 21-30 times 2 - At least 11-20 times 1 - At Least 1-10 times 0 - 0 times	EXPERIENCE	FREQUENCY	REFERENCES: EMPLOYMENT (EMP)/ EDUCATION (EDU)
16.	Writing periodic reports (e.g. project status, patient/inmate/resident timecards, shop/building inspection, etc.) in order to maintain accurate records, compile data, and comply with rules, laws, and regulations utilizing institution/facility operational procedures and safety guidelines under the direction of the immediate supervisor.				<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
17.	Supervising and inspecting the work of staff, and patients/residents performing the general maintenance of landscape irrigation systems to provide water conservation and ensure healthy plant life and growth, personal knowledge, industry standards, safe work practices, effective supervisory skills, etc. under the direction of the immediate supervisor.				<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
18.	Instructing staff and patients in the proper use of Personal Protective Equipment to promote and provide a safe work environment utilizing Safety Data Sheets, Injury Illness Prevention Program, institution/facility operational procedures, laws, rules, regulations, etc.				<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
19.	Completing forms for requisitioning tools, materials, supplies, and equipment to ensure proper flow of materials with the assignments of various trade groups utilizing personal knowledge and experience as needed and/or directed by the immediate supervisor.				<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
20.	Ensuring inspection and maintenance of handheld tools to heavy equipment, to ensure their effective and extensive use, referencing owners' manuals and other information sources in accordance with work orders and supervisor directives.				<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__

**Supervising Groundskeeper II
TRAINING AND EXPERIENCE ASSESSMENT**

Name: _____

WORK EXPERIENCE

Section 2: KSA Ratings

Instructions:

Using the rating scale provided below, you will rate your experience in accordance to specific job-related knowledge and abilities.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and WORK EXPERIENCE whether paid or volunteer.

Note to Applicant: Please read carefully. Utilizing the scales provided, for items 21-50, indicate under “Experience,” the number of years you have performed each statement. Under “References,” identify an employment(s) and/or education reference(s) for each statement.

ITEM	Experience I have performed this task for: 4 - More than five years 3 - More than three years and up to five years 2 - More than one year and up to three years 1 - More than six months and up to one year 0 - Zero to six months	EXPERIENCE	REFERENCES: EMPLOYMENT (EMP) EDUCATION (EDU)
21.	Knowledge of principles, modern methods and techniques of landscaping and grounds keeping to provide care and maintenance of grounds and plant life (in and outdoors), including propagating, planting, cultivating, and caring for trees, shrubs, flowers, and lawns.		<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
22.	Knowledge of plant pests and diseases and methods for their control and eradication to maintain healthy plants and ensure a safe and healthy environment.		<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
23.	Knowledge of principles, methods and techniques in operating powered/non-powered equipment and tools used in gardening work to ensure proper maintenance of trees, shrubs, and lawns in a safe and efficient manner.		<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
24.	Knowledge of principles, methods and techniques of effective supervision (e.g. counseling, employee relations, work scheduling and administrative/office practices) to effectively supervise staff and inmates/patients in grounds maintenance.		<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__

**Supervising Groundskeeper II
TRAINING AND EXPERIENCE ASSESSMENT**

Name: _____

ITEM	Experience I have performed this task for: 4 - More than five years 3 - More than three years and up to five years 2 - More than one year and up to three years 1 - More than six months and up to one year 0 - Zero to six months	EXPERIENCE	REFERENCES: EMPLOYMENT (EMP)/ EDUCATION (EDU)
25.	Knowledge of Equal Employment Opportunity (EEO) objectives to provide a hostile-free work environment using EEO policies and institutional operational procedures.		<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
26.	Knowledge of a supervisor's role in the Equal Employment Opportunity (EEO) program and the processes available to meet EEO objectives to implement and maintain the EEO program so that it complies with departmental policies.		<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
27.	Knowledge of preventive maintenance techniques to effectively maintain, repair, and reduce recurring equipment maintenance costs.		<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
28..	Knowledge of principles, methods, techniques and safety precautions in using pesticides/herbicides/fungicides and other plant chemicals and soil amendments to effectively and safely store and apply chemicals in the treatment and fertilization of trees, shrubs, lawns and ground cover.		<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
29.	Knowledge of departmental budgeting process to prepare the institution's/facility's maintenance budget requests (e.g., capital outlay, budget change proposals, contracts, special repairs, etc.).		<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
30.	Knowledge of principles, methods and techniques of automated watering systems and the electrically and hydraulically influenced components to effectively install, repair and maintain automated institution landscape irrigation and/or reclamation systems.		<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
31.	Knowledge of methods used in requisitioning, purchasing, receiving, inspecting, storing, and issuing materials and supplies to ensure the proper flow of materials so work assignments are properly completed.		<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__

**Supervising Groundskeeper II
TRAINING AND EXPERIENCE ASSESSMENT**

Name: _____

ITEM	Experience I have performed this task for: 4 - More than five years 3 - More than three years and up to five years 2 - More than one year and up to three years 1 - More than six months and up to one year 0 - Zero to six months	EXPERIENCE	REFERENCES: EMPLOYMENT (EMP)/ EDUCATION (EDU)
32.	Knowledge of California Code of Regulations titles, rules, regulations, institutional operating procedures, safety orders, and safety practices applying to various grounds staff to maintain a safe working environment and comply with OSHA requirements, and State and Federal laws.		<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
33.	Knowledge of computer usage (e.g., Word, Excel, Outlook, automated maintenance tracking software, etc.) in order to maintain accurate records, expedite processing, communicate effectively, and contribute to the department's needs.		<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
34.	Knowledge of injury and illness prevention programs including proper procedures of reporting on the job injuries (e.g., accident investigation form, non-reportable injury form, workers compensation forms) to provide a safe and healthy work environment.		<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
35.	Knowledge of Personal Protective Equipment to use it effectively and maintain employees' health and safety.		<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
36.	Skill in the techniques of landscaping and grounds keeping to provide care and maintenance of grounds and plant life (in and outdoors), including propagating, planting, cultivating, and caring for trees, shrubs, flowers, and lawns.		<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
37.	Skills in the methods and techniques in operating powered/non-powered equipment and tools used in gardening work to ensure proper maintenance of trees, shrubs, and lawns in a safe and efficient manner.		<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__
38.	Skill in applying the appropriate use of Personal Protective Equipment (hardhats, eye protections, ear muffs, gloves, harness, lanyards, footwear, etc.)		<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP__

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TRAINING AND EXPERIENCE ASSESSMENT**

Name: _____

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39.	Skill in the techniques of effective supervision (e.g. counseling, employee relations, work scheduling and administrative/office practices) to effectively supervise staff and inmates/patients in grounds maintenance.		<input type="checkbox"/> EMP 1 <input type="checkbox"/> EDU 1 <input type="checkbox"/> EMP 2 <input type="checkbox"/> EDU 2 <input type="checkbox"/> EMP 3 <input type="checkbox"/> EDU 3 <input type="checkbox"/> EMP 4 <input type="checkbox"/> EDU 4 <input type="checkbox"/> EMP __
40.	Skill in preventative maintenance to effectively maintain, repairs, and reduce recurring equipment maintenance costs.		<input type="checkbox"/> Job 1 <input type="checkbox"/> Edu. Ref. 1 <input type="checkbox"/> Job 2 <input type="checkbox"/> Edu. Ref. 2 <input type="checkbox"/> Job 3 <input type="checkbox"/> Edu. Ref. 3 <input type="checkbox"/> Job 4 <input type="checkbox"/> Edu. Ref. 4 <input type="checkbox"/> Job __
41.	Skill of techniques and safety precautions in using pesticides/herbicides/fungicides and other plant chemicals and soil amendments to effectively and safely store and apply chemicals in the treatment and fertilization of trees, shrubs, lawns and ground cover.		<input type="checkbox"/> Job 1 <input type="checkbox"/> Edu. Ref. 1 <input type="checkbox"/> Job 2 <input type="checkbox"/> Edu. Ref. 2 <input type="checkbox"/> Job 3 <input type="checkbox"/> Edu. Ref. 3 <input type="checkbox"/> Job 4 <input type="checkbox"/> Edu. Ref. 4 <input type="checkbox"/> Job __
42.	Skill of automated watering systems/techniques, and the electrically and hydraulically influenced components to effectively install, repair and maintain automated institution landscape irrigation and/or reclamation systems.		<input type="checkbox"/> Job 1 <input type="checkbox"/> Edu. Ref. 1 <input type="checkbox"/> Job 2 <input type="checkbox"/> Edu. Ref. 2 <input type="checkbox"/> Job 3 <input type="checkbox"/> Edu. Ref. 3 <input type="checkbox"/> Job 4 <input type="checkbox"/> Edu. Ref. 4 <input type="checkbox"/> Job __
43.	Skill in computer programs (e.g., Word, Excel, Outlook, automated maintenance tracking software, etc.) in order to maintain accurate records, expedite processing, communicate effectively, and contribute to the department's needs.		<input type="checkbox"/> Job 1 <input type="checkbox"/> Edu. Ref. 1 <input type="checkbox"/> Job 2 <input type="checkbox"/> Edu. Ref. 2 <input type="checkbox"/> Job 3 <input type="checkbox"/> Edu. Ref. 3 <input type="checkbox"/> Job 4 <input type="checkbox"/> Edu. Ref. 4 <input type="checkbox"/> Job __
44.	Ability to plan, organize, and direct the work of others on maintenance of grounds infrastructure to accomplish assigned tasks.		<input type="checkbox"/> Job 1 <input type="checkbox"/> Edu. Ref. 1 <input type="checkbox"/> Job 2 <input type="checkbox"/> Edu. Ref. 2 <input type="checkbox"/> Job 3 <input type="checkbox"/> Edu. Ref. 3 <input type="checkbox"/> Job 4 <input type="checkbox"/> Edu. Ref. 4 <input type="checkbox"/> Job __
45.	Ability to identify (or research the identity of) flowers, trees, and shrubs commonly grown in California for use on the facility grounds.		<input type="checkbox"/> Job 1 <input type="checkbox"/> Edu. Ref. 1 <input type="checkbox"/> Job 2 <input type="checkbox"/> Edu. Ref. 2 <input type="checkbox"/> Job 3 <input type="checkbox"/> Edu. Ref. 3 <input type="checkbox"/> Job 4 <input type="checkbox"/> Edu. Ref. 4 <input type="checkbox"/> Job __

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TRAINING AND EXPERIENCE ASSESSMENT**

Name: _____

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46.	Ability to apply mathematical computations (e.g., square footage, cubic feet, linear feet, etc.) to assist in the design, layout, and installation of various landscape and irrigation projects.		<input type="checkbox"/> Job 1 <input type="checkbox"/> Edu. Ref. 1 <input type="checkbox"/> Job 2 <input type="checkbox"/> Edu. Ref. 2 <input type="checkbox"/> Job 3 <input type="checkbox"/> Edu. Ref. 3 <input type="checkbox"/> Job 4 <input type="checkbox"/> Edu. Ref. 4 <input type="checkbox"/> Job __
47.	Ability to estimate cost (e.g., labor, materials, etc) based on blueprints, plans, specifications or institutional needs to stay within departmental budget guidelines.		<input type="checkbox"/> Job 1 <input type="checkbox"/> Edu. Ref. 1 <input type="checkbox"/> Job 2 <input type="checkbox"/> Edu. Ref. 2 <input type="checkbox"/> Job 3 <input type="checkbox"/> Edu. Ref. 3 <input type="checkbox"/> Job 4 <input type="checkbox"/> Edu. Ref. 4 <input type="checkbox"/> Job __
48.	Ability to prepare budget estimates and reports to meet the departmental budgetary needs.		<input type="checkbox"/> Job 1 <input type="checkbox"/> Edu. Ref. 1 <input type="checkbox"/> Job 2 <input type="checkbox"/> Edu. Ref. 2 <input type="checkbox"/> Job 3 <input type="checkbox"/> Edu. Ref. 3 <input type="checkbox"/> Job 4 <input type="checkbox"/> Edu. Ref. 4 <input type="checkbox"/> Job __
49.	Ability to design the layout and supervise the installation/maintenance of automated watering systems with electrical/hydraulic components and drainage to maintain landscaped areas and provide water conservation measures.		<input type="checkbox"/> Job 1 <input type="checkbox"/> Edu. Ref. 1 <input type="checkbox"/> Job 2 <input type="checkbox"/> Edu. Ref. 2 <input type="checkbox"/> Job 3 <input type="checkbox"/> Edu. Ref. 3 <input type="checkbox"/> Job 4 <input type="checkbox"/> Edu. Ref. 4 <input type="checkbox"/> Job __
50.	Ability to direct the layout and repair of roads and walks to maintain infrastructure functionality and safety.		<input type="checkbox"/> Job 1 <input type="checkbox"/> Edu. Ref. 1 <input type="checkbox"/> Job 2 <input type="checkbox"/> Edu. Ref. 2 <input type="checkbox"/> Job 3 <input type="checkbox"/> Edu. Ref. 3 <input type="checkbox"/> Job 4 <input type="checkbox"/> Edu. Ref. 4 <input type="checkbox"/> Job __

**Supervising Groundskeeper II
TRAINING AND EXPERIENCE ASSESSMENT**

Name: _____

If you are successful in this examination, your name will be placed on an active employment list for 12 months and utilized to fill vacancies. Before you mark this form, please consider relocation and distance. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a great distance from your residence. You may choose multiple locations.

TYPE OF APPOINTMENT YOU WILL ACCEPT

- Permanent/Full Time
- Other than Permanent/Full Time
- Both

LOCATIONS IN WHICH YOU ARE WILLING TO WORK

- (4001) DSH – Atascadero
Atascadero, CA
- (1002) DSH – Coalinga
Coalinga, CA
- (1945) DSH – Metropolitan
Norwalk, CA
- (2802) DSH – Napa
Napa, CA
- (3619) DSH – Patton State Hospital
Patton, CA
- (4810) DSH – Vacaville
Vacaville, CA



Please notify the Department of State Hospitals, Human Resources Branch promptly of address or location preference changes at 1600 9th Street, Room 121, Sacramento CA 95814 or (916) 651-8832.