



# CONTINUOUS OPEN SPOT EXAMINATION FOR DEPARTMENT OF STATE HOSPITALS-ATASCADERO, COALINGA, METROPOLITAN, NAPA, PATTON, SALINAS VALLEY, AND VACAVILLE

## SUPERVISING COOK I

[www.dsh.ca.gov](http://www.dsh.ca.gov)

The Department of State Hospitals is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age religion, marital status, national origin, ancestry, disability, medical condition, political affiliation or opinion, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. 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.

**EXAMINATION TYPE**

This is an open examination for the Department of State Hospitals. Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

**HOW TO APPLY**

Please submit an Examination and/or Employment Application (STD. 678) form to the address indicated below. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.**

**NOTE:** All Examination and/or Employment Application forms must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Examination and/or Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination and/or Employment Application (STD. 678) form.

**WHERE TO APPLY**

MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

**DSH-ATASCADERO  
EMPLOYMENT OFFICE  
P.O. BOX 7005  
ATASCADERO, CA 93423-7001  
(805) 468-3384 / TDD (805) 468-2009**

**DSH-COALINGA  
SELECTION SERVICES UNIT  
P.O. BOX 5002  
COALINGA, CA 93210  
(559) 935-4305/TDD (559) 935-7120**

**DSH-METROPOLITAN  
SELECTION SERVICES UNIT  
11401 SOUTH BLOOMFIELD AVENUE  
NORWALK, CA 90650  
(562) 863-7011**

**DSH-NAPA  
PERSONNEL OFFICE  
2100 NAPA-VALLEJO HIGHWAY  
NAPA, CA 94558  
(707) 253-5611 / TDD (707) 253-5768**

**DSH-PATTON  
HUMAN RESOURCES-EXAMS/HIRING  
3102 EAST HIGHLAND AVENUE  
PATTON, CA 92369  
(909) 425-7000 / TDD (909) 862-5730**

**DSH-SALINAS VALLEY  
SELECTION SERVICES UNIT  
P.O. BOX 1080  
SOLEDAD, CA 93960  
(831) 678-5500 EXT. 7335**

**VACAVILLE PSYCHIATRIC PROGRAM  
SELECTION SERVICES UNIT  
PO BOX 2297  
VACAVILLE, CA 95696-2297  
(707) 449-6514**

**California Relay for the hearing impaired:**  
From a TDD Phone (800) 735-2929  
From a Voice Phone (800) 735-2922

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**EXAMINATION  
ELIGIBILITY  
LIMITATION**

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of State Hospitals - Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, Stockton, or Vacaville within the last 12 months, you are not eligible to compete in this examination.

**FINAL FILE DATE**

**Continuous Testing – No Final File Date.** Testing is considered continuous as dates can be set at any time.

**SPECIAL TESTING  
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application form. The Selection Services Unit will contact you to make special testing arrangements.

**IDENTIFICATION  
REQUIRED**

Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**EXAMINATION  
DATES**

Qualifications Appraisal: Interviews are scheduled as conditions warrant. Candidates are notified, by mail, a minimum of two (2) weeks prior to their scheduled interview.

**SALARY RANGE**

Range A: \$2,959 - \$3,705\*

\*Salary reflects the 2% increase effective 7/1/2014.

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your Examination and/or Employment Application form indicates that you have read, understood, and possess the basic qualifications required.

**NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.**

**MINIMUM  
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Either I**

Two years of experience performing the duties of a Cook II in the California state service.

**Or II**

Experience: One year of experience in a supervisory capacity over cooks and allied workers with responsibility for supervising and assisting with the preparation, cooking, and serving of meals for at least 250 persons a meal. **and**

Education: Equivalent to completion of the eighth grade.

**SPECIAL PERSONAL  
CHARACTERISTICS**

Willingness to work with the resident population of State Hospitals and Psychiatric Programs; supervisory ability; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.

**POSITION  
DESCRIPTION**

Under direction, either (1) in a small State institution, to plan, organize, supervise, and assist with the preparation, cooking, and serving of food to residents and employees; or (2) in a large State institution, to have charge of a shift and to supervise and assist with the preparation, cooking, and serving of food to residents and employees; to supervise the maintenance of culinary equipment, supplies, and work areas; to instruct culinary workers; may instruct, lead, or supervise inmates, wards or resident workers; and to do other related work.

**POSITION  
LOCATION(S)**

Positions exist at Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, and Vacaville.

**EXAMINATION  
INFORMATION**

**This examination may consist of a Qualifications Appraisal Interview weighted 100%.**

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. 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. 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.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. ***Candidates who do not appear for the interview will be disqualified.***

**EXAMINATION  
SCOPE**

**Qualifications Appraisal – Weighted 100%**

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

**Knowledge of:**

1. Principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving food in large quantities.
2. Kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment and work areas.
3. Food handling sanitation.
4. Food values as well as nutritional and economical substitutions within food groups.
5. Principles of effective supervision.
6. Food accounting.
7. Use of purchase orders for food and equipment.
8. Training methods.
9. A supervisor's responsibility for promotion of equal opportunity in hiring, employee development and for maintaining a work environment that is free of discrimination and harassment.

**Skill in:**

1. Judging food quality.
2. Preparation and cooking of all food groups.

**Ability to:**

1. Plan palatable and adequate menus.
2. Plan, organize, and direct the work of others.
3. Keep records and prepare reports.
4. Keep inventories and make requisitions.
5. Use appropriate equipment.
6. Determine food quantities necessary for groups of varying sizes.
7. Direct the preparation of special diets.
8. Plan food production to schedule.
9. Plan and conduct in-service training programs.
10. Analyze situations accurately and take effective action.
11. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**ELIGIBLE LIST  
INFORMATION**

Departmental open eligible lists will be established for the Department of State Hospitals-Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, and Vacaville. The eligible lists will be used to fill vacancies at Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, and Vacaville. The lists will be in effect for a minimum of 12 months. They will be abolished after 48 months or the completion of a subsequent examination, whichever occurs first.

**VETERANS'  
PREFERENCE**

Veterans' preference will be granted in this examination.

## GENERAL INFORMATION

**For an examination without a written feature** it is the competitor's responsibility to contact the Department of State Hospitals, Selection Services Unit at (916) 651-8832 three weeks after the application deadline date if she/he has not received a progress notice.

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

**Examination and/or Employment Application (STD. 678) forms are available** at the California Department of Human Resources, local offices of the Employment Development Department, the Department of State Hospitals, and accessible on the internet at [www.CalHR.ca.gov](http://www.CalHR.ca.gov).

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

**The Department of State Hospitals** 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 competitors and 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) multidepartmental promotional, 4) servicewide 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 one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Competitors 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, investigation may be made of employment records and personal history and fingerprinting may be required.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded 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 Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for 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 competitor 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, nonpromotional 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 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 Examination and/or Employment Application (STD. 678) form. (Section 4 of Article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S Street Sacramento, CA 95811.)

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## DEPARTMENT OF STATE HOSPITALS

Selection Services Unit  
1600 9<sup>th</sup> Street, Room 121  
Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.  
From TDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922