



# California Department of **State Hospitals**

## **VOCATIONAL INSTRUCTOR (PRINTING/GRAPHIC ARTS)**

**Exam Code: 0MHT1**

**Department:** Department of State Hospitals

**Exam Type:** Departmental, Open

**Final Filing Date:** 11/06/2020

**Class Code:** 7592

### **CLASSIFICATION DETAILS**

Vocational Instructor (Printing/Graphic Arts) - \$4,710 - \$8,170 per Month

View the [Vocational Instructor \(Printing/Graphic Arts\) classification specification](#)

### **APPLICATION INSTRUCTIONS**

**Final Filing Date: Friday, November 6, 2020**

Dates printed on envelopes by mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or materials were filed.

#### **Who Should Apply:**

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this examination. Once you have taken this examination, you may not retake it for **12** months.

Unless otherwise stated on this bulletin, you must meet the Minimum Qualifications by the Final Filing Date stated above.

#### **How to Apply:**

Applicants are required to submit an Examination/Employment Application (STD 678), found at [www.calcareers.ca.gov](http://www.calcareers.ca.gov), either by mail, in person, or via email to the address listed below.

**The preferred method to apply is by emailing your STD 678 to:**

[VocationalInstructorPrintingGraphicArts@dsh.ca.gov](mailto:VocationalInstructorPrintingGraphicArts@dsh.ca.gov)

**Electronic signatures are acceptable.**

Indicate the Exam Code and Classification(s) on your Examination/Employment Application (STD 678).

You may apply by mail to:  
Department of State Hospitals – Sacramento  
Selection Services Unit  
1600 9<sup>th</sup> Street – Room 121  
Sacramento, CA 95814

Indicate the Exam Code and Classification(s) on your Examination/Employment Application (STD 678).

You may apply in person at:  
Department of State Hospitals – Sacramento  
1600 9<sup>th</sup> Street  
Sacramento, CA 95814  
Monday through Friday, 8am to 5pm (excluding State holidays)

Indicate the Exam Code and Classification(s) on your Examination/Employment Application (STD 678).

**Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

**MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Credential: Possession of a valid California teaching credential which authorizes the holder to teach, on a full-time basis, a vocational course in the appropriate subject specialty or Industrial Arts subspecialty. Applicants who do not possess this credential may take the examination but must meet the requirements and have an application on file with the Commission on Teacher Credentialing for the appropriate credential before an appointment can be made and must secure the credential within 120 working days after appointment. After issuance, the credential must be maintained by completion of any required examinations or course work.

Bulletin Release Date: 10/14/2020

## **SPECIAL REQUIREMENTS**

All Instructors:

Must be willing to continue their educational development; work in a State hospital and developmental center, or in the Department of Rehabilitation's Orientation Center for the Blind; participate in group-oriented treatment programs; maintain a sympathetic and objective understanding of patients or clients in a State hospital or developmental center; maintain high standards of morals and speech; and demonstrate tact, patience, and emotional stability.

## **ADDITIONAL DESIRABLE QUALIFICATION**

Willingness to learn the principles, methods, practices, current developments, and trends in vocational education.

## **POSITION DESCRIPTION**

Incumbents in these specialty classes assist patients or clients residing in State hospitals and developmental centers, or in the Department of Rehabilitation's Orientation Center for the Blind, prepare to become productive and contributing members of society by training them in a trade or the vocational skills necessary to gain employment and by assisting these individuals in developing socially acceptable attitudes and interests. The instructors give both individual and group instruction and participate as members of an interdisciplinary treatment team. Instructors supervise the conduct of patients or clients while in the classroom or shop and may be called upon to assume general custody responsibilities in time of emergency.

The using departments have differing programs and, therefore, place emphasis on differing duties, but in general, the instructor has an important role in the total rehabilitation process, as well as in teaching the skills which will train the individual for occupational opportunities in a specialty field. The instructor's tasks include: planning, assigning, and supervising the work of patients or clients; maintaining control and discipline in the classroom or shop; controlling all materials and equipment which may be used as potential weapons; preparing course work and daily lesson plans; counseling patients or clients as to their progress in the instructional program and working with the patient or client in establishing and meeting educational or vocational rehabilitative needs and goals; participating in program evaluation; participating in Trade Advisory Committee meetings; and performing other related duties.

Instructors may be assigned as relief instructors in specialties other than those for which

they have been hired. In addition, instructors may work with treatment teams which combine the services of custody, academic, vocational, psychiatric, and casework personnel. The instructor provides information of an educational nature which will assist other members of the treatment team to better determine each patient's or client's treatment needs. Once a treatment plan is developed, the Vocational Instructor, through the classroom curriculum, provides the types of experiences which are compatible with this plan.

## **EXAMINATION SCOPE**

### Exam Information

This examination may consist of a Training and Experience examination weighted 100%. To obtain a position on the eligible list, a minimum score of 70% must be achieved.

If conditions warrant, this examination may utilize an evaluation of each candidate's education and experience compared to a standard developed from the class specification. It is important that each candidate provide details and completely fill out their application. List all experience relevant to the "Minimum Qualifications" for admittance to the examination shown on this announcement.

### Exam Considerations for Education and Experience

When assessing and rating a competitor's education and experience, consideration shall be given to the following:

1. The breadth, quality, and length of time of the education and experience.
2. The relevance of the education and experience to the qualifications of the classification.
3. The degree to which the competitor's total education and work history represent suitable preparation to successfully perform the duties and tasks of the class.

In addition to evaluating the applicant's relative knowledge, skill, and ability as demonstrated by quality and breadth of education/experience, emphasis in each test component will be on measuring competitively, relative job demands, each applicants':

1. Knowledge of the methods, materials, tools, machines, equipment, and safety principles involved in teaching a particular vocational specialty.
2. Ability to perform the duties of a journeyman in the field of their specialty.
3. Ability to provide leadership and motivation to patients or clients of State hospitals and developmental centers, or in the Department of Rehabilitation's Orientation Center for the Blind.

4. Ability to teach and supervise patients or clients State hospitals and developmental centers, or in the Department of Rehabilitation's Orientation Center for the Blind.
5. Ability to work effectively with other disciplines.
6. Ability to read and use drawings and sketches.
7. Ability to estimate and order supplies.
8. Ability to analyze situations accurately and take effective action.
9. Ability to maintain fair and firm discipline.
10. Ability to keep records and prepare reports.

## ELIGIBLE LIST INFORMATION

A Departmental, Open eligible list for the **Vocational Instructor (Printing/Graphic Arts)** classification will be established for:

### Department of State Hospitals

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. form 1093) is available online at the following website:

<https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>

Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career credits are not granted for examinations administered on an Open or Promotional basis.

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

1. **Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

2. **Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.
3. **Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

You are required to submit your application following the instructions above. Once it has been determined that you meet the minimum qualifications for entrance into the examination, you will be contacted by email (unless you specify mail on your STD 678) 2-3 weeks after the final file date with instructions for completing this examination.

## TESTING DEPARTMENTS

Department of State Hospitals

## CONTACT INFORMATION

Questions relating to this exam should be directed to:

Department of State Hospitals  
Selection Services Unit  
Monday through Friday, 8am to 5pm (excluding State Holidays)  
Phone: 916-651-8832  
Email: [SacramentoExamsUnit@dsh.ca.gov](mailto:SacramentoExamsUnit@dsh.ca.gov)

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice). TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

## DRUG-FREE STATEMENT

It is an 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.

## GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your CalCareer Account at the following website:

<http://www.CalCareers.ca.gov/>

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

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. This examination may be canceled by the Department of State Hospitals at any time prior to the establishment of the employment list. Such revision or cancellation will be in accordance with civil service laws and rules and all applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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.

**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) 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 the bulletin.

**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 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.

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