



## Warehouse Worker

Class Code: 6220 Exam Code 2PB10

Departments: Department of State Hospitals  
State Compensation Insurance Fund  
Department of Motor Vehicles  
Department of Transportation  
Department of General Services  
Franchise Tax Board  
Department of Parks and Recreation  
Department of Education  
Board of Equalization  
California State Lottery  
Employment Development Department  
Department of Social Services  
California Environmental Protection Agency  
California Technology Agency

Opening Date: 4/12/2012

Final Filing Date: Continuous

Type of Examination: Multi-Departmental Open

Salary: MONTHLY-RANGED-SALARY-\$2,877.00 to \$3,591.00

Tenure/Time-base: Permanent Full-time  
Permanent Part-time  
Permanent Intermittent  
Limited Term Full-time  
Limited Term Part-time  
Limited Term Intermittent

Exam Type: State-wide

### INTRODUCTION

### IMPORTANT TESTING INFORMATION

**Message updated: September 12, 2013**

Testing for Sacramento will open up on **Thursday, October 24th at 11:00am**. Please come back to the website on **Thursday, October 24<sup>th</sup>, 2013**, and click on the link at the bottom of the bulletin to schedule online for the **written test** on **Saturday, November 2nd, 2013**. Please see under the "filing instructions" section on this bulletin for the instructions on how to schedule for this examination.

### EEO

An equal opportunity employer to all regardless of race, color, religion, sex, gender identity, or expression, national origin, age, ancestry, disability, marital status, political affiliation, sexual orientation or genetic information.

### DRUG-FREE STATEMENT

It is an 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 SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply. All applicants must meet the education and/or experience requirements as stated on this examination bulletin. Once you have taken the examination, you may not reapply for (12) months.

### FILING INSTRUCTIONS

The online application filing process will consist of an online self-scheduling process. Test dates for various locations will be posted and updated as new test dates become available. The current test schedule is as follows:

<u>Test Location</u>	<u>Schedule Date</u>	<u>Written Test Date</u>
Sacramento	Thurs, Oct 24, 2013 at 11am	Sat, Nov 2, 2013

\*\*\*\*\*SEATING IS LIMITED AND THE CAPACITY OF SEATING FILLS UP VERY QUICKLY. THE ABILITY TO SCHEDULE WILL NOT BE AVAILABLE ONCE THE TEST SITE IS COMPLETELY FILLED TO CAPACITY.\*\*\*\*\*

### HOW TO APPLY:

**To self-schedule yourself for a written test date, you must first establish a profile.**

**Carefully follow the instructions below:**

- 1) Go to website <https://jobs.ca.gov>
- 2) Find this Exam Bulletin in the "Search Exam and Job Vacancies" window.
- 3) Read this Exam Bulletin carefully for minimum qualifications, written test information; test dates and scheduling information.
- 4) Scroll to the bottom of this Exam Bulletin to the "Taking the Exam" header. Click on the "Click here to apply for and to self-schedule the Warehouse Worker written exam" link.
- 5) Enter your User ID and Password or create a new profile if you do not currently have one.
- 6) Answer the "Equal Employment Opportunity", the "Personal Information", and the Minimum Qualifications" questions.
- 7) Review the available test dates and times and make your selection
- 8) Print out two copies of the "Notice to Appear". You will need to bring a copy to the exam.

**WHERE TO APPLY: Click on the link at the bottom of this bulletin.**

### TIPS

- 1) Save/Bookmark this bulletin page under your browser's favorites, so that you don't have to search for it again when you are about to schedule.
- 2) Keep in mind when signing-in that your User I.D. and Password are case sensitive.
- 3) Make sure are using one of the following browsers:



### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact the California Department of Human Resources, Examinations Unit at (866) 844-8671, TTY (916) 654-6336, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones, or at (800) 735-2922 from voice phones.

### SALARY INFORMATION

A 2,877.00-3,284.00  
B 3,128.00-3,591.00

### ELIGIBLE LIST INFORMATION

An open merged list will be established by the California Department of Human Resources for use by other State departments. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of date. Eligibility expires 24 months after it is established. Competitors may only take the Written Examination only once during any 12 month period.

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**Required Identification: Applicants must bring photo identification or two forms of signed identification to the written examination.**

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

### MINIMUM QUALIFICATIONS

Possession of a Class C California driver license (**formerly known as Class 3**) valid for operation of any two-axle single motor vehicle and one towed vehicle (i.e., a trailer with a gross weight of 6,000 pounds or less).\* **And**

#### **Either I**

One year of experience in the California state service performing the duties of a Service Assistant (Warehouse and Stores).

#### **Or II**

One year of experience assisting in the receipt, storage or issue of materials from a centralized stockroom or warehouse.

**(\*Applicants who do not possess the license will be admitted to the examination, but must secure the license prior to the appointment.)**

**Additional Desirable Qualification:** Equivalent to graduation from high school

### POSITION DESCRIPTION

Under supervision, to perform journey person work in the receipt, storage, inventory, and issue of materials; to use powered or non-powered materials handling equipment as necessary; may instruct lead or supervise inmates, wards or resident workers; and to do other related work.

#### **Positions exist throughout the State.**

0100-Alameda	3700-San Diego
0400-Butte	3800-San Francisco
0700-Contra Costa	3900-San Joaquin
1000-Fresno	4000-San Luis Obispo
1900-Los Angeles	4400-Santa Cruz

2800-Napa  
3000-Orange  
3300-Riverside  
3400-Sacramento  
3600-San Bernardino

4500-Shasta  
4800-Solono  
4900-Tuolumne  
5700-Yolo  
5800-Yuba

## EXAMINATION INFORMATION

The examination will consist of a multiple choice written test weighted 100%. Candidates must attain an overall minimum score of 70% in order to be placed on the eligible list.

### Calculator Usage:

Hand-held calculators will be permitted and issued to you on the day of the written examination.

**Note:** Cell phones, palm pilots, and other electronic devices **may not** be used during the examination.

## SCOPE OF EXAMINATION

### WRITTEN TEST – WEIGHTED 100%

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, the examination has been developed to measure relative to job demands, each competitor's knowledge and abilities listed in the "Knowledge and Abilities" section.

The examination for Warehouse Worker consists of the following four test sections:

Test Section	Subject
I	Knowledge
II	Reading Comprehension
III	Verification/Filing
IV	Arithmetic Calculations

## KNOWLEDGE AND ABILITIES

### A. Knowledge of:

1. The methods and practices used in storing, shipping, packing and unpacking materials and supplies for warehouse shipments, deliveries, and storage.
2. Inventory procedures and records for warehouse materials and equipment.
3. The powered materials handling equipment (e.g., carts, forklifts, standup lifts, pallet jacks) used in receiving, storing, and shipping materials and supplies.
4. The equipment and function of forklifts for safety inspection and in receiving, shipping, storing and moving warehouse materials and supplies.
5. The manual materials handling equipment (e.g., carts, ladders, pallet jacks, dollies) used in receiving, storing, and shipping materials and supplies.
6. Basic mathematics operations (e.g., addition, subtraction, multiplication, division, percentages, order of operations) for checking, counting, shipping, and tracking materials.

7. Different units of measurement (e.g., cases, individual units) for checking, counting, shipping, and tracking material.
8. Common forms and document used in receiving and shipping materials, supplies, and/or equipment.

B. Ability to:

1. Store materials, supplies, and equipment in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
2. Determine and execute proper storage methods, identification, and stock location based on shelf life and space availability.
3. Practice personal safety and vigilance in the identification of safety and security hazards to actively support a safe and hazard free working environment.
4. Use proper body mechanics while lifting to avoid injuries and comply with safe handling procedures regarding receiving, storing, and shipping materials, supplies, and/or equipment.
5. Discern details to receive, store, and ship materials and supplies in a safe manner.
6. Perform basic mathematical computations (e.g., addition, subtraction, multiplication, division, ratios, percentages) for checking, counting, shipping, and tracking materials.
7. Identify information, materials, and resources needed to complete a project or assignment.
8. Complete tasks in a timely, detailed, and orderly manner.
9. Identify and anticipate problems and act proactively.
10. Analyze and evaluate situations accurately and thoroughly to determine and implement effective, appropriate courses of action.
11. Use logic and reasoning to identify the strengths and weaknesses of alternative approaches or solutions to allow for an effective resolution of problems.
12. Arrange items or actions in to logical orders or patterns according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
13. Follow instructions to ensure adequate comprehension and follow through.
14. Read and comprehend written materials (e.g., references, summaries, memos, letters) in order to apply information and determine appropriate courses of action.

Veterans' Preference Points will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested, these points through the California Department of Human Resources. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference Points.

## CAREER CREDITS

Career Credits **will not** be added to the final score of this examination.

## CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

California Department of Human Resources  
Attn: Examination Services  
1515 S Street, North Bldg Ste.400  
Sacramento, CA 95811  
1-866 844-8671

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.

## GENERAL INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to contact the California Department of Human Resources, Examination Unit at (866) 844-8671, three days prior to the written test date if he/she has not received his/her notice.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), and local offices of the Employment Development Department.

**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 on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The California Department of Human Resources** reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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) service-wide promotional, 5) departmental open, and 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.

**Veterans' Preference Points:** Veteran status is verified by the California Department of Human Resources (CALHR). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. For 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

### **TAKING THE EXAM**

**You must schedule yourself to participate in this written examination. Self-scheduling for this examination is offered on a first-come-first served basis for each written exam date.**

**Click the link below to file for the Warehouse Worker exam.**

**Notice: The retake period for this examination is twelve (12) months.**

**[Click here to go to the Online Self-Scheduling System for Warehouse Worker](#)**