



## NOTICE OF CORRECTION

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September 9, 2015

**EXAMINATION TITLE:      LOCKSMITH I**  
**EXAM BASE:                OPEN**  
**LOCATION:                    SPOT: SACRAMENTO**  
**FINAL FILE DATE:        SEPTEMBER 18, 2015**

The following changes have been made to this exam:

- The final filing date for this exam **has been extended to SEPTEMBER 18, 2015.**

DEPARTMENT OF GENERAL SERVICES  
OFFICE OF HUMAN RESOURCES  
SELECTION UNIT  
P.O. BOX 989052  
WEST SACRAMENTO, CA 95798-9052

OR

707 THIRD STREET, 7<sup>TH</sup> FLOOR  
WEST SACRAMENTO, CA 95605  
(916) 376-5400

California Relay  
Telephone Service for the Deaf/Hearing Impaired:  
From TDD 1-800-735-2929  
From Voice 1-800-735-2922

**LOCKSMITH I**  
**OPEN EXAMINATION – SPOT: SACRAMENTO**  
**SALARY RANGE: \$3,770.00 - 4,339.00**  
**FINAL FILING DATE: SEPTEMBER 9, 2015**

**STATE OF CALIFORNIA**  
**DEPARTMENT OF GENERAL SERVICES**

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 SINCE 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 MAY APPLY** This is a SPOT: SACRAMENTO examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

**HOW TO APPLY** Applications are available upon request or on the Internet at: <http://jobs.ca.gov/pdf/std678.pdf> and may be filed in person or by mail. Resumes alone will not be accepted. Applications (STD 678) must be POSTMARKED no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 PM on the final filing date will not be accepted for any reason. The examination title must be indicated on the application. **FAXED or EMAILED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

**DEPARTMENT OF GENERAL SERVICES**  
**OFFICE OF HUMAN RESOURCES**  
**ATTN: ERICA ROTHENBERG**  
**MAILING ADDRESS: P.O. BOX 989052**  
**WEST SACRAMENTO, CA 95798-9052**

**STREET ADDRESS: 707 3RD STREET, 7<sup>TH</sup> FLOOR**  
**WEST SACRAMENTO, CA 95605**

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

**QUESTIONS** If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, **Erica Rothenberg, Exam Analyst at (916) 376-5454.**

**SPECIAL TESTING ARRANGEMENTS** If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION** Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. 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 "Or II", 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.

**NOTE:** Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information may be rejected.**

**MINIMUM QUALIFICATIONS** Experience: Two years of experience as a locksmith. (Completion of an approved vocational training program in locksmithing may be substituted for up to one year of the required experience on a month-for-month basis; or experience in a recognized apprenticeship program involving 2,000 hours per year may be substituted on a month-for-month basis for the entire two-year experience requirement.)

**NOTE:** Applicants using education to meet the minimum requirements **MUST** provide a copy of their diploma, official/unofficial transcript, statement and/or evaluation from an accredited U.S. college or university with their examination application.

**THE POSITION** Under direction, to perform skilled work as a Locksmith; and to do other related work. Positions exist in Sacramento.

**EXAMINATION INFORMATION** **PERFORMANCE TEST – WEIGHTED 50%**  
**QUALIFICATIONS APPRAISAL PANEL INTERVIEW – WEIGHTED 50%**

This examination will consist of a Performance Test weighted 50% and a Qualifications Appraisal Panel Interview (QAP) weighted 50%. **CANDIDATES MUST PASS THE PERFORMANCE TEST TO PARTICIPATE IN THE QAP.** The QAP will consist of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained in each phase of the exam. Competitors who do not appear for the written test and QAP will be disqualified. **PERFORMANCE TESTS AND QUALIFICATIONS APPRAISAL PANEL INTERVIEWS ARE ANTICIPATED TO BE HELD DURING SEPTEMBER/OCTOBER 2015. BOTH EXAMS WILL BE HELD IN SACRAMENTO ONLY.**

Special Note:

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from this class specification. For this reason, it is especially important that each competitor take special care in filling out his or her application accurately and completely. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. 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.

**SEE REVERSE FOR ADDITIONAL INFORMATION**

**SCOPE**

Candidates should be prepared to answer questions related to the following areas:

- A. **Knowledge of:**
1. Methods, materials, tools and equipment used in the trade of a locksmith.
- B. **Skill as:**
1. A Locksmith.
- C. **Ability to:**
1. Read shop drawings and work from plans and specifications.
  2. Understand and carry out oral and written directions.
  3. Read and write at a level appropriate to the classification.

**ELIGIBLE LIST INFORMATION**

A SPOT: SACRAMENTO eligible list will be established for the Department of General Services. This 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.

**VETERANS' PREFERENCE**

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

**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, s/he will be rescheduled upon written request.

**Applications are available** at local offices of the Employment Development Department, the Department noted on the bulletin, or on the Internet at <http://jobs.ca.gov>.

**If you meet the requirements** stated on the reverse, 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 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.

**The Department of General Services** 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 the 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 candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as 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 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 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 exams investigation may be made of employment records and personal history--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 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.

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:** Equivalent to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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.

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**STREET ADDRESS: 707 3RD Street, 7<sup>TH</sup> Floor** ☎ **West Sacramento, CA 95605**

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.  
 California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
 From TDD phones 1-800-735-2929 ☎ Voice 1-800-735-2922