

**BOOKBINDER II - III SERIES
OPEN EXAMINATION – SPOT: SACRAMENTO**

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES



**SALARY RANGE: \$ 3,354.00 – BOOKBINDER II
 \$ 3,772.00 – BOOKBINDER III**

**FINAL FILING DATE: SEPTEMBER 5, 2012
WRITTEN TEST DATE: SEPTEMBER 29, 2012**

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 These are an **OPEN-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 (Form 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: DOLORES BALLEJOS
MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052**

**STREET ADDRESS: 707 THIRD STREET, 7TH 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, **Dolores Ballejos, Exam Analyst at (916) 376-5444.**

CROSS - FILE - TWO CLASSES If you meet the entrance requirements for any combination of classes listed above, you may file for all examinations on a single application.

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 written test 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

BOOKBINDER II

Either I
One year of experience as a Bookbinder I or the equivalent.
Or II
One year of experience moving and lifting stock and printed materials in a printing facility.

BOOKBINDER III

Either I
One year of experience as a Bookbinder II or the equivalent.
Or II
One year of experience as a journey level bindery worker or the equivalent.

SEE REVERSE FOR ADDITIONAL INFORMATION

BOOKBINDER II	RM46/7402	FINAL FILING DATE: SEPTEMBER 5, 2012
BOOKBINDER III	RM44/7401	FINAL FILING DATE: SEPTEMBER 5, 2012

THE POSITION**BOOKBINDER II**

A Bookbinder II performs the less skilled tasks; operates equipment requiring simple setup with hand tools or manual dexterity in operation; and does other related work.

BOOKBINDER III

The Bookbinder III does skilled bindery forwarding and finishing work of average difficulty by hand or by machine; and does other related work.

Positions exist in Sacramento Only.

SPECIAL PERSONAL CHARACTERISTICS**BOOKBINDER II**

Willingness to work under noisy conditions and on shift work; and interest in and aptitude for bindery work.

EXAMINATION INFORMATION**Written – Weighted 100%**

Both examinations will consist of a Written Exam weighted 100% with a Performance exercise. The Performance exercise will be considered as a segment of the Written Exam. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN EXAM WILL BE DISQUALIFIED FROM THE EXAMINATION.** The Written and Performance exam will be held on **Saturday September 29, 2012** 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.

SCOPE

Candidates should be prepared to answer questions related to the following areas (please see Knowledge and Abilities below):

BOOKBINDER II**A. Knowledge of:**

1. Printing plant equipment machinery operations and terminology.
2. Types of paper stock and proper methods of paper movement and handling.

B. Ability to:

1. Communicate effectively.
2. Follow directions.
3. Move and/or lift up to 50 pounds.
4. Set up and operate complex nonjourney level equipment.

BOOKBINDER III**A. Knowledge of:**

1. Basic math.
2. Methods, materials, tools, and equipment of average complexity used in general bookbinding, job forwarding, and hand finishing.

B. Knowledge of and skill in:

1. The operation, adjustment, and maintenance of bookbinding equipment of average complexity.

C. Ability to:

1. Communicate effectively.
2. Bind books by hand.
3. Set up and operate small buckle folders, sheet counters, board cutters, addressing machines, gatheralls, and hand stamping machines.
4. Move and/or lift up to 50 pounds.

ELIGIBLE LIST INFORMATION

OPEN-SPOT SACRAMENTO eligible lists will be established for the Department of General Services. These lists will be abolished 12 months after they are established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS' PREFERENCE

Veterans' Preference Credit 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. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

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 State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://www.spb.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: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits 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. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available from the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalent to completion of the 12th 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.

CALIFORNIA DEPARTMENT OF GENERAL SERVICES ☎ OFFICE OF HUMAN RESOURCES
MAILING ADDRESS: P.O. BOX 989052 ☎ West Sacramento, CA 95798-9052 ☎ Telephone (916) 376-5400
STREET ADDRESS: 707 Third Street, 7TH 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