

Training and Experience Assessment

Read instructions carefully

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The Chief, Protective Services & Security examination consists of a Training and Experience examination used to evaluate your education, training, and experience. The eligible list resulting from this examination process will be used by the Department of State Hospitals facilities to fill their existing positions.

This Training and Experience Assessment will account for 100% of the weight of your examination for this classification. Therefore, please be sure to follow the instructions carefully.

Candidate's Name:	
Social Security Number:	
Address:	
In order to expedite the hiring process, your phone numbers are required	
Home Phone Number:	
Work Phone Number:	
Cellular Phone Number:	
Verification References	
Provide references who can verify the information you provide in this exam. Prior to receiving an offer for employmer these references will be contacted to confirm that you have paid or unpaid experience pertaining to the duties and requirements listed in this exam. List all references that apply.	nt,

EMPLOYMENT Job Reference 1

Job Title:
Organization Name and Address:
Dates Worked: From: To:
Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:
Contact Phone Number(s) of the above Individual(s):
Job Reference 2
Job Title:
Organization Name and Address:
Dates Worked: From: To:
Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:
Contact Phone Number(s) of the above Individual(s):

Job Reference 3

Job Title:	
Organization Name and Address:	
Dates Worked: From: To:	
Name of Supervisor(s) or Person(s) Who Can Verify	Your Job Responsibilities:
Contact Phone Number(s) of the above Individual(s)	·

Job Reference 4

Job Title:
Organization Name and Address:
Dates Worked: From: To:
Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:
Contact Phone Number(s) of the above Individual(s):

Job Reference 5

Job Title:
Organization Name and Address:
Dates Worked: From: To:
Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:
Contact Phone Number(s) of the above Individual(s):

Job Reference 6

Job Title:	
Organization Name and Address:	
Dates Worked: From: To:	
Name of Supervisor(s) or Person(s) Who Can Verify Your Job Real	sponsibilities:
Contact Phone Number(s) of the above Individual(s):	-

EDUCATION Education Reference 1

School Name and Address:	
Degree(s) Earned:	<u>-</u>
Date(s) Attended: From:	То:
Education Reference 2	
School Name and Address:	
Date(s) Attended: From:	То:
Education Reference 3	
School Name and Address:	
Date(s) Attended: From:	

Education Reference 4

School Name and Address: _		
Degree(s) Earned:		
Date(s) Attended: From:	To:	

Signature

Date

I certify that all the statements I have made in this application are true and correct.

FILING INSTRUCTIONS:

Please submit your completed Training and Experience Assessment, along with a standard State Application Form, STD. 678 as follows:

Mail or Hand Deliver to:

DSH-SACRAMENTO SELECTION SERVICES UNIT 1600 9TH STREET, ROOM 121 SACRAMENTO, CA 95814 (916) 651-8832

MINIMUM QUALIFICATIONS

Each candidate must meet the minimum qualifications on his/her application by the established final filing date. If not, the candidate's application in the examination process will be rejected and his/her Training and Experience Assessment will not be scored. Please ensure that your State application (STD. Form 678) clearly indicates your education, experience, and licensure information reflective of the minimum qualifications for this examination process as stated below:

Education: Equivalent to completion of the 12th grade. and Either I Experience: Three years of experience in the California state service performing the duties of a Hospital Lieutenant.

OR

Experience: Five years of full-time paid peace officer experience, three years of which must have been as a second-line supervisor at a level comparable to the rank of Lieutenant. (Possession of a two- year Associate's Degree in Police Science or a related field in law enforcement may be substituted for one year of the required nonsupervisory experience. Possession of a Bachelor's Degree in Police Science or a related law enforcement field may be substituted for two years of the required nonsupervisory experience.) and Successful completion of the Peace Officer Standards and Training (P.O.S.T.) Basic Academy.

VERY IMPORTANT: PLEASE READ THIS ENTIRE SECTION CAREFULLY.

Before a hiring decision will be made, your responses to exam questions will be verified. A hiring manager or personnel staff member may contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

If it is determined at any time that you have made any false or inaccurate representations in any of the information you have provided, you may be disqualified from this process, suffer a loss of State employment, and/or suffer a loss of the right to compete in any future State of California hiring processes. You are solely responsible for the accuracy of the responses provided.

This warning has been provided to protect your rights as a job candidate as well as the rights of the department. Be advised that you are expected to answer truthfully and accurately.

WORK EXPERIENCE

Section 1: Task Ratings

Instructions:

Using the rating scales provided below, you will rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and WORK EXPERIENCE whether paid or volunteer.

<u>Note to Applicant</u>: Please read carefully. For items 1-18, indicate under "Experience" and "Frequency," the # of times you performed each statement. Under "References," identify a job(s) and/or education reference(s) for each statement.

W	Experience I have performed this task for: 4 - More than 5 years 3 - More than 3 years and up to 5 years 2 - More than 1 year and up to 3 years 1 - More than 6 months and up to 1 year	Frequency I have performed this task: 4 - more than 30 times 3 - At least 21-30 times 2 - At least 11-20 times 1 - 1-10 times 0 - 0 times	EXPERIENCE	FREQUENCY	REFERENCES:	
ITEM	0 - 0 to 6 months		EX	FR		
1	Conducting meetings to gather infor problems, and/or promote departme				□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
2	Developing corrective action plans regarding deficiencies (e.g., commendations, adverse actions, administrative response) found by external review agencies.				□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
3	Monitoring Facility Plan Objectives improvement of departmental servic completion.				□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
4	Implementing and updating Adminis policy pertaining to the security nee				□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
5	Interpreting and applying regulation appropriate compliance with depart procedures.				□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4

r	Experience	Fraguanay				
	Experience I have performed this task for:	Frequency I have performed this task:			C A	
ITEM	 4 - More than 5 years 3 - More than 3 years and up to 5 years 2 - More than 1 year and up to 3 years 1 - More than 6 months and up to 1 year 0 - 0 to 6 months 	4 - more than 30 times 3 - At least 21-30 times 2 - At least 11-20 times 1 – 1-10 times 0 - 0 times	EXPERIENCE	FREQUENCY	REFERENCES: EDLICATION/TDAINING	
6	Conducting security audits to ensure effective liaison with outside law enf district Attorney's office, and other e	orcement agencies, the			□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
7	Developing and implementing opera procedures to conform to goals and				□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
8	Developing and implementing plans to improve security and the operating practices of the department.				□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
9	Providing consultation to manageme enforcement issues to resolve issue	-			□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
10	Providing recommendation to super regarding serious incidents or policy safety and security of the department	issues regarding the			□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
11	Providing advice and guidance to m on personnel issues utilizing knowle in order to enable desired outcome.	•			□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
12	Preparing various written correspondence for/to various stakeholders in order to communicate actions, request approval, and comply with protocol.				□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
13	Acting as liaison on behalf of the de state and Federal law enforcement correctional agencies to coordinate management, staff, and internal and on sensitive and security issues.	agencies, the public, and communication between			□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
14	Setting and maintaining all applicab Standards and Training (POST) with ensure safety and security.				□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4

ITEM	Experience I have performed this task for: 4 - More than 5 years 3 - More than 3 years and up to 5 years 2 - More than 1 year and up to 3 years 1 - More than 6 months and up to 1 year 0 - 0 to 6 months	Frequency I have performed this task: 4 - more than 30 times 3 - At least 21-30 times 2 - At least 11-20 times 1 - 1-10 times 0 - 0 times	EXPERIENCE	FREQUENCY	REFERENCES: EDLICATION/TEALNING	
15	Analyzing and evaluating security and/or enforcement				□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
16	Conducting research on assignmen to various aspects of police security obtain and/or provide information, u procedures, laws, rules, and past pr	and enforcement to sing collective policies,			□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
17	Training managers, supervisors, and employee on all areas of operations to provide consistency in accordance with departmental rules and regulations.				□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
18	Providing functional supervision and operational (e.g., security, safety) is				□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4

WORK EXPERIENCE

Section 2: KSA Ratings

Instructions:

Using the rating scale provided below, you will rate your experience in accordance to specific job-related knowledge and abilities.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and WORK EXPERIENCE whether paid or volunteer.

<u>Note to Applicant</u>: Please read carefully. For items #19-36, indicate under "Experience" the # of times you performed each statement. Under "References," identify a job(s) and/or education reference(s) for each statement.

ITEM	 Years of experience I have applied this knowledge or ability for: 4 - More than 5 years 3 - More than 3 years and up to 5 years 2 - More than 1 year and up to 3 years 1 - More than 6 months and up to 1 year 0 - 0 to 6 months 	EXPERIENCE	REFERENCES: EDUCATION/TRAINING	
19	Knowledge of the role of security and law enforcement.		□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
20	Knowledge of law enforcement principles as applied to the welfare, safety, and protection of others.		□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
21	Knowledge of the procedures and techniques in handling law enforcement related incidents.		□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
22	Knowledge of effective public relations as applied to law enforcement functions.		□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
23	Ability to write and develop procedures that are understood by various levels of audiences using proper grammar, punctuation, and sentence structure.		□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4

Chief, Protective Services & Security TRAINING AND EXPERIENCE ASSESSMENT

		1		
	Years of experience I have applied this knowledge or ability for:		NIN	
ITEM	 4 - More than 5 years 3 - More than 3 years and up to 5 years 2 - More than 1 year and up to 3 years 1 - More than 6 months and up to 1 year 0 - 0 to 6 months 	EXPERIENCE	REFERENCES: EDUCATION/TRAINING	
24	Ability to prepare reports using relevant data and information.		□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
25	Ability to support a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.		 Job 1 Job 2 Job 3 Job 4 	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
26	Knowledge of interview and investigative techniques.		□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
27	Knowledge of the principles and practices of law enforcement and criminology, including procedures and laws on security, investigation, and search and seizure.		□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
28	Ability to identify, analyze, and evaluate situations or problems to determine and implement appropriate courses of action.		□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
29	Knowledge of the principles and practices of management concepts and techniques needed to manage and oversee the progress of a variety of programs and project activities.		□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
30	Knowledge of management roles and responsibilities (e.g., hiring, discipline, promotion, assignments, employee representation rights).		□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
31	Knowledge of performance management systems (e.g., probation reports, performance evaluation, feedback systems) to develop staff and improve productivity.		□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
32	Knowledge of the principles and methods of employee training.		 Job 1 Job 2 Job 3 Job 4 	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4

Chief, Protective Services & Security TRAINING AND EXPERIENCE ASSESSMENT

ITEM	 Years of experience I have applied this knowledge or ability for: 4 - More than 5 years 3 - More than 3 years and up to 5 years 2 - More than 1 year and up to 3 years 1 - More than 6 months and up to 1 year 0 - 0 to 6 months 	EXPERIENCE	REFERENCES: EDUCATION/TRAINING	
33	Knowledge of equal employment opportunity policies and procedures.		□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
34	Knowledge of Occupational Safety and Health Administration (OSHA) guidelines to ensure employee safety in the workplace.		□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
35	Knowledge of leadership roles, principles, practices, and techniques to appropriately plan, implement, and lead the work activities of subordinate employee.		□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4
36	Ability to train employees on various assignments to ensure consistency.		□ Job 1 □ Job 2 □ Job 3 □ Job 4	 Edu. Ref. 1 Edu. Ref. 2 Edu. Ref. 3 Edu. Ref. 4

Chief, Protective Services & Security TRAINING AND EXPERIENCE ASSESSMENT

Name:

If you are successful in this examination, your name will be placed on an active employment list for 12 months and utilized to fill vacancies. Before you mark this form, please consider relocation and distance. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a great distance from your residence. You may choose multiple locations.

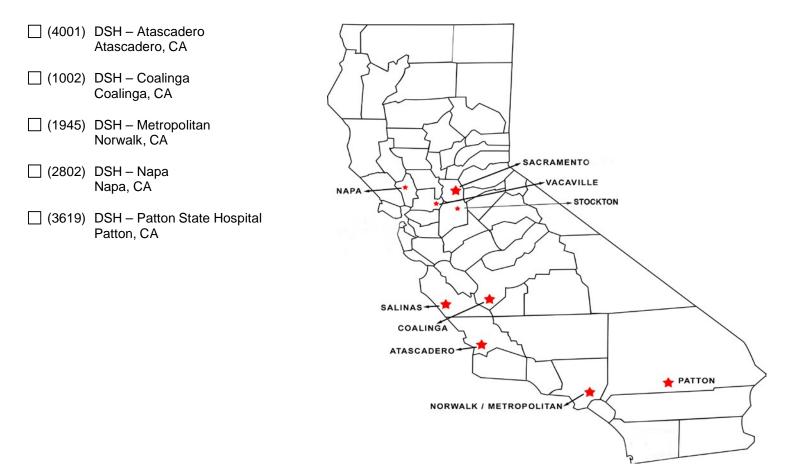
TYPE OF APPOINTMENT YOU WILL ACCEPT

Permanent/Full Time

Other than Permanent/Full Time

Both

LOCATIONS IN WHICH YOU ARE WILLING TO WORK



Please notify the Department of State Hospitals, Human Resources Branch promptly of address or location preference changes at 1600 9th Street, Room 121, Sacramento CA 95814 or (916) 651-8832.