



SECURITY GUARD

OPEN EXAMINATION

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. 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.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below. This is an open examination. Applications will not be accepted on a promotional basis.

APPLICATION DEADLINE: Continuous Filing

HOW TO APPLY

Submit applications (form 678) to:

California Exposition and State Fair
1600 Exposition Boulevard
Sacramento, ca. 95815
Attn: Personnel

(Applications are available on the Internet at www.spb.ca.gov)

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR ANY OTHER LOCATION.

TEST DATE

You will be notified in writing when test will be given.

TESTING METHOD

The testing method used will consist of a qualifications appraisal panel weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

REQUIRED IDENTIFICATION

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

SALARY RANGE

\$1934 to \$2349

ELIGIBLE LIST INFORMATION

An open list will be established for the California Exposition and State Fair. The eligible 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.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination.

MINIMUM QUALIFICATIONS

Ability to speak, read and write English at a level required for successful job performance.

SPECIAL PERSONAL CHARACTERISTICS/DESIRABLE QUALIFICATIONS

Willingness to work various shifts: Saturdays, Sundays, and Holidays; and odd and irregular hours. During summer month's shifts may include duties at Water world.

The Position

The Security Guard makes rounds of inspection at fixed intervals and reports in by means of radio or other devices; sees that doors and windows are properly shut and locked; prevents the admittance to the premises of unauthorized persons; investigates unusual conditions; turns out lights; prevents damage to State property and enforces various regulations; inspects electrical devices and plumbing, heating, and other equipment for proper adjustment.

Majority of the positions are permanent intermittent (**not full time**).

EXAMINATION INFORMATION

A candidate may be tested only once during any testing period. The testing periods for this examination are January 1 – June 30; July 1 – December 31. This exam will consist of a qualification appraisal interview only weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

QUALIFICATIONS APPRAISAL INTERVIEW SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor:

A. Knowledge of: Duties and responsibilities of a security guard.

B. Ability to: understand and carry out oral and written directions, think and act quickly in emergencies, provide accurate and clear reports of incidents, stand for prolonged periods.

C. VETERANS PREFERENCE

Veteran's preference credits will be granted in this examination.

D. CAREER CREDITS

Career credits do not apply in this examination

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Exposition and State Fair three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Personnel Office at 916/263-3026 three weeks after the final filing date if he/she has not received a progress notice.

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, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement 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 State Personnel Board 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 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. Ordinarily, oral 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) sub divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) service wide 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 from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

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 examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence 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.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. TDD: 916/263-3035

THIS CANCELS AND SUPERSEDES ALL PREVIOUS BULLETINS