



CALIFORNIA PRISON INDUSTRY AUTHORITY

SALES REPRESENTATIVE, PRISON INDUSTRIES 0PI19

OPEN

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 WORKPLACE. ANY APPLICANT FOR 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.

POSITION (S) EXIST AT	POSITIONS EXIST IN FOLSOM, CALIFORNIA (SACRAMENTO COUNTY) ONLY
WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements). This is an OPEN examination. Applications will NOT be accepted on a promotional basis.
HOW TO APPLY	Applications (Form 678) are available, and must be filed by mail or in person, with the California Prison Industry Authority, Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 by the final filing date. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD
FINAL FILING DATE	Applications (Form 678) must be POSTMARKED no later than December 1, 2010 . Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that interviews will be held during January 2011 .
SALARY	\$4948-\$6015
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	An eligible list will be established for the California Prison Industry Authority. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
ABOUT CALIFORNIA PRISON INDUSTRY AUTHORITY	The California Prison Industry Authority (CALPIA) is a State-operated organization that was created by Chapter 1549, Statutes of 1982 (California Penal Code Section 2800) to provide productive work assignments for inmates in California's adult correctional institutions. CALPIA provides work assignments for approximately 5,900 inmates and operates over 60 service, manufacturing, and agricultural industries at 22 prisons throughout California. CALPIA is self-supporting and does not receive an annual appropriation from the Legislature. CALPIA's revenue comes from the sale of its products and services to governmental organizations. CALPIA's industries produce over 1,400 goods and services including: office furniture, clothing, food products, shoes, printing services, signs, binders, eye wear, gloves, license plates, cell equipment, and much more. CALPIA products and services are available to government entities, including federal, state, and local governmental agencies.

POSITION DESCRIPTION	Acts as a Sales Representative for the sale of products and services from all California Prison Industry Authority enterprises. Responsible for all aspects of the sales process, including customer research, prospecting, identification of customer needs, presentations, proposals, handling objections, securing business, and providing excellent customer service. Sales Representative will be responsible for conducting sales activities in person at customer and potential customer locations, trade shows, as well as by phone/email at CALPIA headquarters. Position will be responsible for effectively communicating the features and benefits of CALPIA products to individuals as well as groups varying in size. Position will report to the CALPIA Sales Manager and will be responsible to utilize Microsoft Word and Excel for reporting of daily and weekly activities as well as progress of identified sales opportunities. In addition, Sales Representative will be responsible for providing customer feedback to other Marketing departments, including customer service, pricing, promotions, and product development.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include “to” and “from” employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.
MINIMUM QUALIFICATIONS	<p style="text-align: center;"><u>Either I</u></p> <p>Two years of experience in the Prison Industries program of the California Department of Corrections and Rehabilitation performing the duties of a class with a level of responsibility equivalent to that of Sales Order Supervisor.</p> <p style="text-align: center;"><u>Or II</u></p> <p>Experience: Three years of experience as a wholesale or institutional salesperson selling a variety of products to large public or private organizations. (Experience as a route salesperson or rack jobber is not considered qualifying) and</p> <p><u>Education:</u> Equivalent to completion of two years of college. (Additional qualifying experience may be substituted for the required college education on a year-for-year basis.)</p> <p><u>Definition of Terms in Minimum Qualifications:</u> Rack jobber or route salesperson is someone that goes into a drug or food store, etc., inventory items on shelves; return to their truck and gather merchandise to replenish stock.</p>
SPECIAL PERSONAL CHARACTERISTICS	Demonstrated sales ability; ability to work with relative independence; neat personal appearance; willingness to travel; tact; willingness to work irregular hours.
EXAMINATION INFORMATION	This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.
SCOPE	<p style="text-align: center;">QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Principles, techniques, and trends in marketing practices. 2. Problems involved and methods used in sales work. 3. Organization and functions of the Department of Corrections and Rehabilitation and the California Prison Industry Authority. 4. Organizations, facilities, and services of City, County, and State agencies. 5. Industrial design, color coordination, and office layout. 6. Materials and processes used by California Prison Industry Authority in the manufacture of products in various categories. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Communicate clearly and effectively in oral and written presentations. 2. Plan and make preliminary designs of custom products or adapt stock items to fit customer needs. 3. Analyze situation accurately. 4. Independently organize tasks to make efficient use of time. 5. Present the program of the Department of Corrections and Rehabilitation as well as products of Prison Industries. 6. Establish and maintain effective cooperative relations with persons contacted. 7. Make comprehensive and accurate field reports.

VETERANS' PREFERENCE	Veterans' Preference Credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. 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.
QUESTIONS?	If you have any questions concerning this announcement, please contact the California Prison Industry Authority, Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Prison Industry Authority at (916) 358-2696 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, and at www.pia.ca.gov

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 California Prison Industry Authority 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 at Folsom headquarters and correctional institutions throughout the State. 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) multi-departmental, 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 and under certain circumstances may be extended beyond that time.

Veterans' Preference Credits: California Law allows granting of Veterans' Preference Credits in Open examinations and Open Non-Promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in Open Non-promotional examinations is granted as follows: 10 points for veterans; and 15 points for disabled veterans. Directions for applying for Veterans' Preference Credits are on the Veterans' Preference application (Form 10093), which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P. O. Box 942895, Sacramento, CA 94295-0001, and by contacting CALPIA.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education 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 accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement: The California Prison Industry Authority does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements to Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

CALIFORNIA PRISON INDUSTRY AUTHORITY
560 EAST NATOMA STREET * FOLSOM, CA 95630-2200-WWW.PIA.CA.GOV
CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922