

CALIFORNIA PRISON INDUSTRY AUTHORITY

PROPERTY INSPECTOR (SPECIALIST) 2PI20

PROMOTIONAL

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 WORK PLACE. 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	CALIFORNIA PRISON INDUSTRY AUTHORITY- CENTRAL OFFICE, FOLSOM, CA
WHO SHOULD APPLY	<p>Applicants must have a permanent civil service appointment with the California Prison Industry Authority OR must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.4. Are a person retired from the United States military, honorably discharged from active military duty with a service disability, or honorably discharged from active duty as defined in Government Code 18991.</p> <p><u>NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.</u></p> <p>Applicants who meet the minimum qualifications as stated below and who have not filed for this examination with the California Prison Industry Authority in the last 12 months. Candidates can only test for this classification once in a 12 month period.</p>
HOW TO APPLY	<p>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.</p> <p style="text-align: center;">DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</p>
FINAL FILING DATE	Applications (Form 678) must be POSTMARKED no later than FEBRUARY 14, 2013 . 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 MARCH 2013 .
MONTHLY SALARY RANGE	\$3454-\$4196
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	A subdivisional promotional eligibility list will be established for the California Prison Industry Authority. The 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.

POSITION DESCRIPTION	<p>The Property Inspector (Specialist) establishes and leads the maintenance of property accounts and records of location of property; responsible for analyzing, classifying, balancing, tracking, and recording receipt of new capitalized projects in process (CIP), new improvement projects, office and non-office equipment, building projects, intangible assets, sensitive equipment, and expendable tools from the account payable records for Central Office and locations throughout the state using the Enterprise Resource Planning System (ERPLX); tracks and ensures proper capital project/tag numbers are assigned to capitalized equipment and projects; responsible for various technical analytical functions with a wide range of research; provides consultative services to management and institutions; issues directives to all factories and central office concerning the marking of property, transfer of property, and recommendation of proper disposition of property requiring survey, disposal, sale of surplus, obsolete or in-operable equipment and raw materials in accordance with the State Administrative Manual and Generally Accepted Accounting Principles; updates mobile equipment listing by uploading data to Fleet Asset Management System (FAMS); updates monthly depreciation in Fixed Asset Subsystem and posts them to the General Ledger using ERPLx; leads the making of inventories and inspections of property; investigates discrepancies in inventories; develops, enforces, maintains and provides training on procedures for Fixed Asset Subsystem, Property Surveys, and Property Transfer reports; travels and performs physical inventory audits for Central Office and locations throughout the state; develops improvements in property accounting procedures in accordance with departmental directives and the state system of property accounting; leads others in the methods of property accounting; keeps records; and prepares reports.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>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" II, "or" III, 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 requirements.</p> <p>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.</p>
MINIMUM QUALIFICATIONS	<p style="text-align: center;">Either I</p> <p>One year of experience in California state service performing the duties of Property Controller I or six months performing the duties of Property Controller II.</p> <p style="text-align: center;">Or II</p> <p>Two years of experience inventorying and maintaining property and equipment control records in the California state service. (Experience below the Office Assistant II level is not considered qualifying.)</p> <p style="text-align: center;">Or III</p> <p>Three years of experience inventorying and maintaining control records for a wide variety of property and equipment or expendable store keeping items.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a qualifications appraisal interview. During their interview, competitors should be prepared to answer questions relating to areas shown under scope. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.</p> <p style="text-align: center;">COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED Qualifications Appraisal – Weighted 100%</p>
SCOPE	<p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Methods and practices used in recording, inspecting, maintaining, issuing, taking and recording inventory, and accounting for and disposing of property 2. Various kinds, uses, and standards of supplies and equipment owned or used by the State of California 3. Property records section of the California State Administrative Manual 4. Office methods and procedures 5. Skill in making arithmetical computations

SCOPE (cont.)	B. Ability to: 1. Read and write English at a level required for successful job performance 2. Take an accurate inventory of widely scattered and diverse property 3. Reconcile inventories with control accounts 4. Inspect, determine condition of, and recommend proper disposition of property 5. Analyze situations accurately and take effective action 6. Speak and write effectively
SPECIAL PERSONAL CHARACTERISTICS	Willingness to travel throughout the State for extended periods of time.
ADDITIONAL DESIRABLE QUALIFICATION	Education equivalent to completion of the twelfth grade.
VETERANS' PREFERENCE/CAREER CREDITS	Veterans' preference points and career credits are not granted in promotional examinations.
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.

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.