

QUALIFICATIONS ASSESSMENT

SLC 312 (Revised 03/22)

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the _____ classification with the California State Lands Commission (CSLC). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination.

If successful, your name will be placed on an eligible list for the classification listed above. The list may be used to fill CSLC positions in _____

A "Conditions of Employment" section is included in this examination which will allow you to select the time bases and location(s) you are interested in working. It is required that you personally complete this examination accurately and without assistance.

You will be evaluated based on your ability to follow directions and read, interpret, and respond appropriately to the questions in this Qualifications Assessment. Candidates who fail to follow the instructions or submit the current version of the State Application (STD 678) and the Qualifications Assessment (SLC 312) will be eliminated from this examination.

THIS AFFIRMATION MUST BE COMPLETED.

I hereby certify that the information provided on this Qualifications Assessment Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of state employment, and/or suffer loss of right to compete in any future state examinations.

Name (Printed): _____

Address: _____

City/State/Zip Code: _____

Telephone Number: _____

Email: _____

Signature: _____

Date: _____

YOUR COMPLETED QUALIFICATIONS ASSESSMENT (QA) AND EXAMINATION APPLICATION (STD. 678) MUST INCLUDE YOUR ORIGINAL SIGNATURE, COMPLETED QA, AND COMPLETED STATE APPLICATION. EMAILED APPLICATIONS ARE PREFERRED, OR YOU MAY MAIL OR DELIVER APPLICATIONS TO THE FOLLOWING LOCATION(S):

Email to: _____

Mail or Deliver in Person to:

Deliver in Person To:

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NOTE:

- Application package must be submitted by 11:59 PM on or before the final filing date.
- Faxed application packages will **NOT** be accepted under any circumstances.
- Be sure your envelope is postmarked and has **adequate postage** if submitting via mail.
- Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing.

GENERAL INSTRUCTIONS

This process is the entire examination for the above classification. Therefore, please be sure to review and follow all instructions carefully as missing or incomplete information may result in disqualification or a lower score. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas. The following areas comprise the complete examination for the _____ classification. You must ensure that you have reviewed each of the following areas:

- Affirmation Statement
- General Instructions / Prior State Employment
- Conditions of Employment
- Rating Instructions / Scales
- Knowledge & Work Experience
- Recruitment Questionnaire

REQUIRED EXAM APPLICATION DOCUMENTS

The following items are required to be submitted with your exam application. Applicants who do not submit the required items timely may not be considered for this exam:

- Current version of the State Examination Application (STD. 678).
- Qualifications Assessment (SLC 312)

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the eligible list / certification list
- Loss of State employment
- Loss of rights to compete in any future state examinations

PRIOR STATE EMPLOYMENT INFORMATION - Complete this next section **ONLY** if you have been previously **dismissed** from California State Civil Service employment by punitive action or as a result of disciplinary proceedings.

Do you have written permission from the Department of Human Resources (CalHR) to take this examination Yes No

State Personnel Board, Rule 211 provides that a dismissed state employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

CONDITIONS OF EMPLOYMENT FORM

PLEASE CHECK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies Statewide according to the conditions you specify on this form.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please check the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment. If "(A) Any" is checked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

- (D) Permanent Full-Time
- (R) Permanent Part-Time
- (K) Limited-Term Full-Time
- (A) Any

LOCATION(S) YOU ARE WILLING TO WORK

- 0005 ANYWHERE IN THE STATE – If this box is checked, no further selection is necessary
- 0700 Contra Costa County
- 1900 Los Angeles County
- 3000 Orange County
- 3400 Sacramento County
- 4200 Santa Barbara County

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

After list release, successful candidates may promptly update any address and/or availability for employment preference information by accessing their CalCareer account on the California Department of Human Resources (CalHR) website at www.jobs.ca.gov or by notifying Human Resources at (916) 574-1910.

RATING INSTRUCTIONS:

1. Using the rating scales below, rate your knowledge and experience performing specific job-related actions.
2. Respond to each of the following statements _____ by indicating how the statement applies to you. You are required to respond to every statement by checking one option for each of the 2 scales provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and WORK EXPERIENCE whether paid or not paid.

SCALE #1 - KNOWLEDGE RELATED TO PERFORMING THIS ACTION:

Extensive Knowledge

I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations **and** I can instruct others on specific aspects of this knowledge.

Moderate Knowledge

I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

Basic Knowledge

I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.

Limited Knowledge

I have some knowledge of how to perform this task, but I may require additional instruction to apply my knowledge effectively.

No Knowledge

I have no knowledge of how to perform this task or what it may entail.

SCALE #2 - EXPERIENCE RELATED TO PERFORMING THIS ACTION:

Extensive Experience

I have ____ or more years of experience in performing this action, I have performed it independently, **and** I can instruct others on this specific action.

Moderate Experience

I have ____ or more years, but less than ____ years of experience performing this action **and** I have performed it independently.

Basic Experience

I have ____ or more years, but less than ____ years of experience performing this action **and** I have performed it with minimal or no assistance.

Limited Experience

I have less than ____ years of experience in performing this action **and** I may require assistance for successful performance.

No Experience

I have never performed this action.

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- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
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RECRUITMENT QUESTIONNAIRE

These questions are not part of the examination. Responses are voluntary and will be used for recruitment statistics.

HOW DID YOU HEAR ABOUT THIS EXAMINATION?

Check the appropriate box below.

- CalCareer Website (www.jobs.ca.gov)
- California State Lands Commission employee
- College/School
- Employment Website
- Newspaper/Magazine Advertisement
- Social Media
- Other: _____

THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT

PRIVACY NOTICE FOR INDIVIDUALS

Please do not provide personal information that is not requested.
Section 1798.17 of the Civil Code requires this notice be provided when collecting personal information from individuals. Each individual has the right to review his or her personal information maintained by this agency unless access is exempted by law. An individual means a natural person.
AGENCY NAME / DIVISION California State Lands Commission / Human Resources Office.
TITLE OF OFFICIAL RESPONSIBLE FOR MAINTENANCE OF THE INFORMATION Personnel Officer.
BUSINESS ADDRESS OF OFFICIAL / TELEPHONE 100 Howe Avenue, Suite 100 South, Sacramento, California 95825 / (916) 574-1910.
AUTHORITY THAT AUTHORIZES THE MAINTENANCE OF THE INFORMATION Public Resources Code Section 6001 et seq.
THE FOLLOWING ITEMS OF INFORMATION ARE VOLUNTARY; ALL OTHERS ARE MANDATORY All information requested on the application is mandatory, unless otherwise noted.
THE CONSEQUENCES, IF ANY, OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION The Commission may not be able to process your election.
THE PRINCIPAL PURPOSE(S) WITHIN THE AGENCY FOR WHICH THE INFORMATION IS TO BE USED The information will be used to process your election.
KNOWN OR FORESEEABLE DISCLOSURES OF THE INFORMATION Bureau of State Audits; local, state, or federal regulatory agencies or courts with jurisdiction over any aspect of your election.
PROTECTING YOUR PRIVACY State Lands Commission's <u>Privacy Policy Statement</u> (https://www.slc.ca.gov/privacy-policy/).
<u>CAUTION IS YOUR COMPUTER SECURE?</u> (https://oag.ca.gov/privacy/online-privacy).