



**WEBFED OFFSET PRESS OPERATOR IV
Training and Experience Evaluation**

GENERAL INFORMATION

This Training and Experience (T&E) Evaluation will be used to measure your experience, training, and/or education relevant to this classification. It will ask you to rate yourself on the experience, training, and/or education that you will bring to the job with Department of General Services (DGS).

This T&E Evaluation is a scored component accounting for 100% of your score in this examination. To obtain a position on the eligible list, a minimum rating of 70% must be attained. It is important to complete the T&E Evaluation carefully and accurately. Your responses are subject to verification before appointment to a position. It is essential to ***take your time and read all questions and responses carefully*** before selecting your response.

The eligible list resulting from this examination will be used by DGS to fill our existing and/or future vacancies. A "Conditions of Employment" form is included in this T&E Evaluation that will allow you to select the location(s), tenure(s), and time base(s) that you are interested in working.

AFFIRMATION STATEMENT

I hereby certify and understand that the information provided by me on this examination is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand that if it is later determined that I have made any false or inaccurate representations in any of the information I have provided, I will be removed from the eligible list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal. I also understand that I am solely responsible for the accuracy of the responses I provide.

Print Name _____

CalCareer ID #: _____ Email: _____

Cell Phone #: _____ Work Phone #: _____

Signature _____ Date: _____

FILING INSTRUCTIONS

You are required to submit **this completed T&E Evaluation** as follows:

Via CalCareers

*The preferred method of T&E submittal is via your CalCareers account as it is the most **expeditious** method of communication.*

Via Email

DGSExams@dgs.ca.gov

By Mail

Department of General Services
Office of Human Resources
Attn: Recruitment and Examination Services Unit
P.O. Box 989052
West Sacramento, CA 95798-9052

In Person

Department of General Services
707 3rd Street, Lobby Drop Box
West Sacramento, CA 95605
Monday through Friday, 8:00 a.m. to 5:00 p.m. (excluding holidays)

TRAINING AND EXPERIENCE EVALUATION

INSTRUCTIONS: Read each statement carefully and select one option for each of the scales provided that best relates your experience with the task. In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or unpaid.

1. Examine job ticket to determine press operating time, quantity to be printed, stock specifications, and special printing instructions to produce the finished product.
 - A. Select one that best relates to the **length** of your experience performing this task.
 - 24 or more months
 - 12 to 23 months
 - 0 to 11 months
 - B. Select one that best relates to the **frequency** (how often) you performed this task.
 - Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never

2. Ensure supplies and materials are available before initiating the “make ready process.”
 - A. Select one that best relates to the **length** of your experience performing this task.
 - 24 or more months
 - 12 to 23 months
 - 0 to 11 months
 - B. Select one that best relates to the **frequency** (how often) you performed this task.
 - Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never

3. Enter data from the job ticket into a computer to track the costs, proficiency, time, location, operator, and operation.
- A. Select one that best relates to the **length** of your experience performing this task.
- 24 or more months
 - 12 to 23 months
 - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
4. Wash up offset/imprint units to attain appropriate color.
- A. Select one that best relates to the **length** of your experience performing this task.
- 24 or more months
 - 12 to 23 months
 - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
5. Mount offset plates on the appropriate cylinders to begin running “make ready process.”
- A. Select one that best relates to the **length** of your experience performing this task.
- 24 or more months
 - 12 to 23 months
 - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never

6. Fill Ink fountains with the appropriate ink color.
- A. Select one that best relates to the **length** of your experience performing this task.
- 24 or more months
 - 12 to 23 months
 - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
7. Set Ink fountain for plates to ensure proper ink coverage to distinguish color, shade, and tint for the image.
- A. Select one that best relates to the **length** of your experience performing this task.
- 24 or more months
 - 12 to 23 months
 - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
8. Adjust ink and water balance to achieve quality color printing.
- A. Select one that best relates to the **length** of your experience performing this task.
- 24 or more months
 - 12 to 23 months
 - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never

9. Remove and/or add sheeter/folder/roll-to-roll (3 possible configurations for form presses) delivery to change the configuration of the press.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

10. Change roll stock to support the size, coating, weight, and color.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

11. Re-web (lead the paper on a different path) the substrate (paper) through the press to ensure proper printing and tension of the substrate.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

12. Check impression cylinders for appropriate pressure to correct ink transfer from the blanker cylinder to substrate.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

13. Initiate the “running make ready” (press is running) to properly position the image on the paper.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

14. Set up the processing units (file hole punches, teletype/marginal/line hold punches, cross or rotary perforations, cir-cuts, slitters, numbering machines/pad markers, and perforation or cross irons) to customize the specifications.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

15. Set up sheeter unit (attach to press, pull wheels, belts, shingle, jogger/stacker/pile height, and gear change) to customize the specifications.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

16. Set up folder (attach to press, level, leans, spirals, beaters, chute, pull wheels, batcher, timing, and correct fold size) to customize the specifications.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

17. Set up roll-to-roll (install core(s) and sheet length/stretch) to customize the specifications.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

18. Finalize the “final running make ready” to verify the positioning is within the acceptable standards.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

19. Prepare reports (e.g., stock report, load tags, chemical usage report, logic timecard report, rejection report, spoilage/waste report) to keep track of all areas of responsibilities.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

20. Troubleshoot printing problems (e.g., mechanical, ink, paper, fountain solution, tension, blankets, plates, rollers, bearings, chemical) to ensure the quality of the product.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

21. Maintain (e.g., check gear box oil level, grease, oil, change out blankets, set/replace rollers, check bearer pressure, change out dyes, replace pull wheels, maintain fountain solution) offset press equipment and accessories.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

22. Perform clean up duties (e.g., clean out ink fountain; clean pan rollers; clean out water trays and tanks, impression cylinders, blankets, idler rollers, ink rollers/cuffs, side frames; wipe shafts in processing unit and anvils) to maintain offset press.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

23. Practice safe printing and equipment use to perform all tasks.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

24. Report and make recommendations on major repairs to offset press equipment.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

25. Communicate and understand general and verbal instructions.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

26. Set up and operate webfed offset printing press to print single and multicolor copy from lithographic plates.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

27. Install and lock plates and/or blankets into position, using hand tools, to initiate the "make ready" process.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

28. Measure packing thickness using micrometer and insert packing sheets on plate cylinder.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

29. Bend and mount plates for all offset presses using various plate registration systems or benders.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

30. Oversee crew to ensure that the ink and dampening solution fountains are maintained with appropriate mixes as required to keep press operating.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

31. Set and position various cross and running perforations on various offset presses.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

32. Apply packing sheets to blanket cylinder to build up blanket thickness to achieve pressure required for printing.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

33. Adjust offset press throughout production run to maintain specific registration, color, density, fold, and cut off.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

34. Monitor printing job quality through the press run with the aid of a press crew.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

35. Direct crew in the maintenance (e.g., check gear box oil lever, grease, oil; change out blankets; set/replace rollers; check bearer pressure; maintain fountain solutions) offset press equipment and accessories.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

36. Make minor repairs to keep offset press running efficiently.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

37. Direct crew to perform clean up (e.g., clean out ink fountain; clean pan rollers; clean out water trays and tanks, impression cylinders, blankets, idler rollers, ink rollers/cuffs, side frames; clean delivery) to maintain offset press.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

38. Ensure that crew is following safe printing practices and wearing personal protective equipment (gloves, goggles, earplugs) in the performance of all tasks.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

40. Monitor the work of offset press assistants to ensure the quality, quantity, and timeliness meet standards.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

41. Evaluate the level of service provided to customers/clients.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

42. Provide on-the-job training to staff in the operation and maintenance of webfed presses and related equipment.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

43. Adjust controls to regulate flow of ink and dampening solution to plate cylinder.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

44. Oversee and direct crew to ensure webfed press operation methods are proper by using various web controls (e.g., tension controls, cut offs, web guides, web detectors)

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

45. Apply packing sheets to blanket cylinder to build thickness to achieve pressure for printing in accordance with manufacturer's specifications.

A. Select one that best relates to the **length** of your experience performing this task.

24 or more months

12 to 23 months

0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

Daily/Weekly

Monthly/Quarterly

Semi-Annually/Annually

Never

CONDITIONS OF EMPLOYMENT

Please mark the appropriate box(es) of your choice – you will not be offered a job in locations not marked.

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

TYPE OF EMPLOYMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "Any" if you are willing to accept any type of employment. If all are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent, Full-Time positions.

- Any
- Permanent, Full Time
- Permanent, Part Time
- Permanent, Intermittent
- Limited Term, Full Time
- Limited Term, Part Time

LOCATION(S) YOU ARE WILLING TO WORK

(0005) ANYWHERE IN THE STATE – if this box is marked, no further selection is necessary.

NORTHERN CALIFORNIA COUNTIES

- | | | |
|---|---|--|
| <input type="checkbox"/> (0400) Butte | <input type="checkbox"/> (2300) Mendocino | <input type="checkbox"/> (4500) Shasta |
| <input type="checkbox"/> (0600) Colusa | <input type="checkbox"/> (2500) Modoc | <input type="checkbox"/> (4600) Sierra |
| <input type="checkbox"/> (0800) Del Norte | <input type="checkbox"/> (2800) Napa | <input type="checkbox"/> (4700) Siskiyou |
| <input type="checkbox"/> (0900) El Dorado | <input type="checkbox"/> (2900) Nevada | <input type="checkbox"/> (4900) Sonoma |
| <input type="checkbox"/> (1100) Glenn | <input type="checkbox"/> (3100) Placer | <input type="checkbox"/> (5100) Sutter |
| <input type="checkbox"/> (1200) Humboldt | <input type="checkbox"/> (3200) Plumas | <input type="checkbox"/> (5200) Tehama |
| <input type="checkbox"/> (1700) Lake | <input type="checkbox"/> (3400) Sacramento | <input type="checkbox"/> (5300) Trinity |
| <input type="checkbox"/> (1800) Lassen | <input type="checkbox"/> (3800) San Francisco | <input type="checkbox"/> (5700) Yolo |
| | <input type="checkbox"/> (3900) San Joaquin | <input type="checkbox"/> (5800) Yuba |

CENTRAL CALIFORNIA COUNTIES

- | | | |
|--|--|---|
| <input type="checkbox"/> (0100) Alameda | <input type="checkbox"/> (1500) Kern | <input type="checkbox"/> (4000) San Luis Obispo |
| <input type="checkbox"/> (0200) Alpine | <input type="checkbox"/> (1600) Kings | <input type="checkbox"/> (4100) San Mateo |
| <input type="checkbox"/> (0300) Amador | <input type="checkbox"/> (2000) Madera | <input type="checkbox"/> (4300) Santa Clara |
| <input type="checkbox"/> (0500) Calaveras | <input type="checkbox"/> (2100) Marin | <input type="checkbox"/> (4400) Santa Cruz |
| <input type="checkbox"/> (0700) Contra Costa | <input type="checkbox"/> (2200) Mariposa | <input type="checkbox"/> (4800) Solano |
| <input type="checkbox"/> (1000) Fresno | <input type="checkbox"/> (2400) Merced | <input type="checkbox"/> (5000) Stanislaus |
| <input type="checkbox"/> (1400) Inyo | <input type="checkbox"/> (2600) Mono | <input type="checkbox"/> (5400) Tulare |
| | <input type="checkbox"/> (2700) Monterey | <input type="checkbox"/> (5500) Tuolumne |

SOUTHERN CALIFORNIA COUNTIES

- (1300) Imperial
- (1900) Los Angeles
- (3000) Orange
- (3500) San Benito
- (3300) Riverside
- (3600) San Bernardino
- (3700) San Diego
- (4200) Santa Barbara
- (5600) Ventura

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

If you would like to change your address, phone number(s), email address, and/or locations and tenure/time base preferences, please log into your CalCareer Account, and click on the Eligibilities tab.