

CALIFORNIA HIGHWAY PATROL

Training & Experience Examination Instructions

EXAMINATION INFORMATION

All parts of this examination belong to the California Highway Patrol

HOW TO COMPLETE YOUR TRAINING & EXPERIENCE EXAMINATION

- Read the instructions on the Training & Experience Examination carefully before you begin.
- Please note that your overall score will be determined solely by the information you provide on this Training & Experience Examination. Information on your application will not be used to determine your final score.
- Please utilize the checklist below to complete the 4 sections in the examination.

Section 1: Employment/Education Verification

- Provide any previous and current Employment and/or Education information.
- Use the Employment/Education Verification information to complete Section 2.

Section 2: Task Ratings

- **EXPERIENCE/EDUCATION** column: Using the Experience/Education rating scale identify the corresponding number for the amount of time, based on your experience and/or education that you have performed the item, and write that number in the Experience/Education box. Please complete this for each item.
- **FREQUENCY** column: Using the Frequency rating scale, identify the corresponding number of times you have performed the item, and write the number in the Frequency box. Please complete this for each item.
- **VERIFICATION** column: Mark the “Emp” and “Edu” boxes that match your employment and/or education listed in **Section 1: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).
 - Ensure you have marked at least one box for each item in the Verification column.
 - Make sure the Verification column is marked correctly for the Employment/Education you indicated.

ITEM	EXPERIENCE/EDUCATION SCALE	FREQUENCY SCALE	EXPERIENCE/EDUCATION	FREQUENCY	VERIFICATION Employment (Emp)/ Education (Edu)
1.	I have performed this task for: 4 – I have more than 12 months of job experience performing this task. 3 – I have between 6 and 12 months of job experience performing this task. 2 – I have between 3 and 6 months of job experience performing this task. 1 – I have minimal job experience performing this task 3 months or less. 0 – I do not know how to do this task and have never done it.	I have performed this task: 4 – More than 30 times 3 – At least 21-30 times 2 – At least 11-20 times 1 – At least 1-10 times 0 – 0 times	2	2	<input checked="" type="checkbox"/> Emp A <input type="checkbox"/> Emp B <input type="checkbox"/> Emp C <input type="checkbox"/> Emp D <input type="checkbox"/> Emp F <input type="checkbox"/> Emp F <input type="checkbox"/> Edu A <input type="checkbox"/> Edu B <input type="checkbox"/> Edu C <input type="checkbox"/> Edu D
2.	Develop Human Resources training curriculum (e.g. classification & pay, exam development, survey) to ensure a comprehensive class using Power Point, manuals, and handouts.		2	2	<input checked="" type="checkbox"/> Emp A <input type="checkbox"/> Emp B <input type="checkbox"/> Emp C <input type="checkbox"/> Emp D <input type="checkbox"/> Emp F <input type="checkbox"/> Emp F <input checked="" type="checkbox"/> Edu A <input type="checkbox"/> Edu B <input type="checkbox"/> Edu C <input type="checkbox"/> Edu D

STATE OF CALIFORNIA
Training & Experience Examination Instructions

Signature

- Failure to include an original signature on page 4 of the examination may result in disqualification.

NOTE: INCORRECT MARKS OR BLANK RESPONSES WILL NOT BE SCORED AND MAY AFFECT YOUR OVERALL SCORE OR RESULT IN DISQUALIFICATION FROM THIS EXAMINATION.

An example of how to fill out the Training & Experience Examination has been provided on the next page. Please submit your completed Training & Experience Examination, along with a State application (STD. 678, Examination / Employment Application, Rev. 12-21 or later) as follows:

Electronically:

Electronic Training & Experience Examinations can be submitted through your account at www.CalCareers.ca.gov.

Mail to:

CALIFORNIA HIGHWAY PATROL
SELECTION STANDARDS AND EXAMINATIONS SECTION
P.O. BOX 942898
SACRAMENTO, CA 94298-0001

OR hand deliver during regular business hours (8:00 a.m. to 5:00 p.m.) to the following location:

Hand Deliver to:

CALIFORNIA HIGHWAY PATROL
SELECTION STANDARDS AND EXAMINATIONS SECTION
601 NORTH 7TH STREET
SACRAMENTO, CA 95811

Training Program Specialist

Training & Experience Examination

Read instructions carefully

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The Training Program Specialist examination consists of a Training & Experience Examination used to evaluate your education, training, and experience. The eligible list resulting from this examination process will be used by the California Highway Patrol to fill their existing positions.

This Training & Experience Examination will account for 100% of the weight of your examination for this classification. Therefore, please be sure to follow the instructions carefully.

Candidate's Name: John Doe

Social Security Number: 555-00-5555

Address: 1123 Mather Road, Sunny City, CA 91215

Phone Number: 123-233-4455

Section 1: Employment/Education Verification

Include any previous and current Employment and/or Education information that may apply to this examination. You will use this information to complete Section 2.

Contact may be made to confirm that you have paid or unpaid experience pertaining to the duties and requirements listed in this examination. List all Employment and/or Education information that applies.

EMPLOYMENT

Employment A

Job Title: Training Coordinator

Organization Name and Address: ABZ Corporate Agency, 123 Oak Ave., Sacramento, CA 95814

Dates Worked: From: 7/1/2010 To: 7/30/2013

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities: Dana Clark

Contact Phone Number(s) of the above Individual(s): 555-565-5656

EDUCATION

Education A

School Name and Address: University of California, Sunny City

Degree(s) Earned: Business Administration with Concentration in Communications

Date(s) Attended: From: 9/1/2005 To: 5/1/2010

Section 2: Task Ratings

Instructions:

Respond to each of the following items by indicating how the statement applies to you. You are required to respond to every item.

Using the scales (Experience/Education, Frequency, Verification) provided below, you will rate your experience performing specific job-related tasks.

In responding to each item, use the information you listed in **Section 1: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).

For items 1-2, provide responses regarding your:

- **“Experience/Education”** – Using the Experience/Education rating scale identify the corresponding number for the amount of time, based on your experience and/or education that you have performed the item, and write that number in the Experience/Education box. Please complete this for each item.
- **“Frequency”** - Using the Frequency rating scale identify the corresponding number of times you have performed the item, and write the number in the Frequency box. Please complete this for each item.
- **“Verification”** – Mark the “Emp” and “Edu” boxes that match your employment and/or education listed in **Section 1: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).
 - Ensure you have marked at least one box for each item in the Verification column.
 - Make sure the Verification column is marked correctly for the Employment/Education you indicated.

ITEM	EXPERIENCE/EDUCATION SCALE I have performed this task for: 4 – I have more than 12 months of job experience performing this task. 3 – I have between 6 and 12 months of job experience performing this task. 2 – I have between 3 and 6 months of job experience performing this task. 1 – I have minimal job experience performing this task 3 months or less. 0 – I do not know how to do this task and have never done it.	FREQUENCY SCALE I have performed this task: 4 – More than 30 times 3 – At least 21-30 times 2 – At least 11-20 times 1 – At least 1-10 times 0 – 0 times	EXPERIENCE/EDUCATION	FREQUENCY	VERIFICATION Employment (Emp)/ Education (Edu)
1.	Develop Human Resources training curriculum (e.g. classification & pay, exam development, survey) to ensure a comprehensive class using Power Point, manuals, and handouts.		2	2	<input checked="" type="checkbox"/> Emp A <input checked="" type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F

ITEM	EXPERIENCE/EDUCATION SCALE I have performed this task for: 4 – I have more than 12 months of job experience performing this task. 3 – I have between 6 and 12 months of job experience performing this task. 2 – I have between 3 and 6 months of job experience performing this task. 1 – I have minimal job experience performing this task 3 months or less. 0 – I do not know how to do this task and have never done it.	FREQUENCY SCALE I have performed this task: 4 – More than 30 times 3 – At least 21-30 times 2 – At least 11-20 times 1 – At least 1-10 times 0 – 0 times	EXPERIENCE/EDUCATION	FREQUENCY	VERIFICATION Employment (Emp)/ Education (Edu)
2.	Develop training exercises utilizing books, team building concepts, fill-in-the-blanks, and question/answer exercises in order to assist the students comprehend the materials.		2	1	<input checked="" type="checkbox"/> Emp A <input checked="" type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F

SAMPLE

GRAPHIC DESIGNER III

Training & Experience Examination

Read instructions carefully

The California civil services selection system is merit-based and eligibility for appointment is established through a formal examination process. The Graphic Designer III examination consists of a Training & Experience Examination used to evaluate your education, training, and experience. Servicewide, open eligible lists for the Graphic Designer III classification will be established for the State of California (all State of California Departments, statewide).

This Training & Experience Examination will account for 100% of the weight of your examination for this classification. Therefore, please be sure to follow the instructions carefully.

Candidate's Name: _____

Social Security Number (Optional): _____

Address: _____

Home Phone Number: _____

Work Phone Number: _____

Cellular Phone Number: _____

Section 1: Employment/Education Verification

Include any previous and current Employment and/or Education information that may apply to this examination. You will use this information to complete Section 2.

Contact may be made to confirm that you have paid or unpaid experience pertaining to the duties and requirements listed in this examination. List all Employment and/or Education information that applies.

EMPLOYMENT

Employment A

Job Title: _____

Organization Name and Address: _____

Dates Worked (mm/dd/yyyy): From: _____ To: _____

Name of Supervisor(s) or Person(s) who can verify your job responsibilities: _____

Contact Phone Number(s) of the above individual(s): _____

Employment B

Job Title: _____
Organization Name and Address: _____
Dates Worked (mm/dd/yyyy): From: _____ To: _____
Name of Supervisor(s) or Person(s) who can verify your job responsibilities: _____
Contact Phone Number(s) of the above individual(s): _____

Employment C

Job Title: _____
Organization Name and Address: _____
Dates Worked (mm/dd/yyyy): From: _____ To: _____
Name of Supervisor(s) or Person(s) who can verify your job responsibilities: _____
Contact Phone Number(s) of the above individual(s): _____

Employment D

Job Title: _____
Organization Name and Address: _____
Dates Worked (mm/dd/yyyy): From: _____ To: _____
Name of Supervisor(s) or Person(s) who can verify your job responsibilities: _____
Contact Phone Number(s) of the above individual(s): _____

Employment E

Job Title: _____
Organization Name and Address: _____
Dates Worked (mm/dd/yyyy): From: _____ To: _____
Name of Supervisor(s) or Person(s) who can verify your job responsibilities: _____
Contact Phone Number(s) of the above individual(s): _____

Employment F

Job Title: _____
Organization Name and Address: _____
Dates Worked (mm/dd/yyyy): From: _____ To: _____
Name of Supervisor(s) or Person(s) who can verify your job responsibilities: _____
Contact Phone Number(s) of the above individual(s): _____

EDUCATION

Education A

School Name and Address: _____

Degree(s) Earned: _____

Date(s) Attended (mm/dd/yyyy): From: _____ To: _____

Education B

School Name and Address: _____

Degree(s) Earned: _____

Date(s) Attended (mm/dd/yyyy): From: _____ To: _____

Education C

School Name and Address: _____

Degree(s) Earned: _____

Date(s) Attended (mm/dd/yyyy): From: _____ To: _____

Education D

School Name and Address: _____

Degree(s) Earned: _____

Date(s) Attended (mm/dd/yyyy): From: _____ To: _____

CERTIFICATION – IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING – if not signed, this examination may be disqualified.

Before a final score is determined, your responses to exam questions will be verified. An exams manager or personnel staff member may contact the individuals or educational institutions you have provided to confirm job dates, experience, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate employment and/or education information may result in a low score or disqualification from this examination.

If it is determined at any time that you have made any false or inaccurate representations in any of the information you have provided on this examination, you may be disqualified from this process, removed from the certification list(s), suffer a loss of State employment, and/or suffer a loss of the right to compete in any future State of California hiring processes. You are solely responsible for the accuracy of the responses provided.

This warning has been provided to protect your rights as a job candidate as well as the rights of the Department. Be advised that you are expected to answer truthfully and accurately.

I certify and understand that all statements I have made in this examination are true and complete to the best of my knowledge and contains no willful misrepresentation of falsifications. Failure to include original signature may result in disqualification.

Signature

Date

FILING INSTRUCTIONS:

Please submit your completed Training & Experience Examination and a State Application (STD. 678) as follows:

Electronically:

Electronic Training & Experience Examinations can be submitted through your account at www.CalCareers.ca.gov.

Mail to:

CALIFORNIA HIGHWAY PATROL
SELECTION STANDARDS AND EXAMINATIONS SECTION
P.O. BOX 942898
SACRAMENTO, CA 94298-0001

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Hand Deliver to:

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601 NORTH 7TH STREET
SACRAMENTO, CA 95811

MINIMUM QUALIFICATIONS

Each candidate must meet the minimum qualifications on his/her application by the cut-off date. If not, the candidate's application in the examination process will be rejected and his/her Training and Experience Examination will not be scored. Please ensure that your State Application (STD. 678) clearly indicates your education, experience, and licensure information reflective of the minimum qualifications for this examination process as stated below:

Either I

One year of experience in the California state service as a Graphic Designer II.

Or II

Experience: Three years of experience in concept development, consulting, page layout, drawing, photo editing, color correction, file preparation, on-line publishing, multimedia, and other mediums, and

Education: Successful completion of a total of 30 semester college units with a minimum of six units in the following areas: graphic design theory, graphic computer software, and printing technology. (One year of additional experience can be substituted for one year of college.)

Section 2: Task Ratings

Instructions:

Respond to each of the following items by indicating how the statement applies to you. You are required to respond to every item.

Using the scales (Experience/Education, Frequency, Verification) provided below, you will rate your experience performing specific job-related tasks.

In responding to each item, use the information you listed in **Section 1: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).

For items 1-12, provide responses regarding your:

- **“Experience/Education”** – Using the Experience/Education rating scale identify the corresponding number for the amount of time, based on your experience and/or education that you have performed the item, and write that number in the Experience/Education box. Please complete this for each item.
- **“Frequency”** – Using the Frequency rating scale identify the corresponding number of times you have performed the item and write the number in the Frequency box. Please complete this for each item.
- **“Verification”** – Mark the “Emp” and “Edu” boxes that match your employment and/or education listed in **Section 1: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).
 - Ensure you have marked at least one box for each item in the Verification column.
 - Make sure the Verification column is marked correctly for the Employment/Education you Indicated

ITEM	EXPERIENCE/EDUCATION SCALE I have performed this task for: 4 – More than 48 months. 3 – More than 36 months and up to 48 months. 2 – More than 24 months and up to 36 months. 1 – At Least 12 months and up to 24 months. 0 – Less than 12 months.	FREQUENCY SCALE I have performed this task: 4 – More than 30 times. 3 – At least 21-30 times. 2 – At least 11-20 times. 1 – At least 1-10 times. 0 – 0 times.	EXPERIENCE/EDUCATION	FREQUENCY	VERIFICATION Employment (Emp)/ Education (Edu)

ITEM	EXPERIENCE/EDUCATION SCALE I have performed this task for: 4 – More than 48 months. 3 – More than 36 months and up to 48 months. 2 – More than 24 months and up to 36 months. 1 – At Least 12 months and up to 24 months. 0 – Less than 12 months.	FREQUENCY SCALE I have performed this task: 4 – More than 30 times. 3 – At least 21-30 times. 2 – At least 11-20 times. 1 – At least 1-10 times. 0 – 0 times.	EXPERIENCE/EDUCATION	FREQUENCY	VERIFICATION Employment (Emp)/ Education (Edu)
1.	Consult with departmental personnel, and on occasion non-departmental personnel in interpreting, planning, organizing, and executing high-level design for a variety of projects/programs being implemented by using applicable communication tools (e.g., virtual, in person) based on the client's needs.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
2.	Recommend design solutions (e.g., projects, presentations, reports, cost referrals, vendors) using industry standards to ensure the requirements and objectives are being met and communicated using applicable communication tools per client and departmental needs.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
3.	Recommend department resources and/or outside vendors for specific services (e.g., printing companies) to meet the client’s needs in accordance with department policy.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
4.	Manage projects in various stages of design (e.g., research, thumbnails, mock-ups, final product) per department needs using design software in accordance with industry standards and statewide guidelines.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
5.	Utilize appropriate file management process (e.g., hierarchy, naming convention) to ensure organizational consistency and efficiency per department policies and procedures.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
6.	Develop graphics for printed collateral (e.g., publications, brochures, signage) and digital media such as visual assets for web, social media, and video production using design software in accordance with industry standards and statewide guidelines.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
7.	Maintain graphics for printed collateral (e.g., publications, brochures, signage) and digital media such as visual assets for web, social media, and video production using design software in accordance with industry standards and statewide guidelines.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
8.	Utilize design software (e.g., Adobe Creative Cloud) to produce design material in accordance with industry standards and statewide guidelines.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
9.	Create and design “corporate-type” trademark logos. Assist with major outreach campaigns by providing solutions and/or recommendations (e.g., written, verbal, mock-ups) for visual communications to develop and implement marketing efforts according to management requests.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F

ITEM	EXPERIENCE/EDUCATION SCALE I have performed this task for: 4 – More than 48 months. 3 – More than 36 months and up to 48 months. 2 – More than 24 months and up to 36 months. 1 – At Least 12 months and up to 24 months. 0 – Less than 12 months.	FREQUENCY SCALE I have performed this task: 4 – More than 30 times. 3 – At least 21-30 times. 2 – At least 11-20 times. 1 – At least 1-10 times. 0 – 0 times.	EXPERIENCE/EDUCATION	FREQUENCY	VERIFICATION Employment (Emp)/ Education (Edu)
10.	Develop branding style guides (e.g., logos, color palette, typography) using design software to maintain and ensure brand consistency in accordance with departmental needs and statewide guidelines.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
11.	Ensure compliance with branding guidelines (e.g., logos, color palette, typography) across department wide collateral to stay in accordance with department procedures.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
12.	Provide art direction to staff and/or contractors (e.g., photographers, videographers, designers) to obtain the assets needed to meet the goals of the project for client or department needs.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
13.	Produce print and digital materials (e.g., forms, publications, presentations) to stay in compliance with Federal and State laws and regulations (e.g., American with Disabilities Act [ADA], Web Content Accessibility Guideline [WCAG]).				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
14.	Request items for general graphic use (e.g., new computers, software, supplies) through the internal purchasing process to perform essential job functions per departmental requirements.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
15.	Attend industry related events and/or training classes (e.g., conferences, seminars) for the purpose of continued learning by staying current with the latest technological trends and design practices per departmental needs.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
16.	Present design concepts (e.g., virtual, in person) to internal and/or external stakeholders (e.g., clients, management, department personnel) to obtain feedback, inform, or gain approval for concepts and/or projects in accordance with department needs and industry practices.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
17.	Approve press proof (e.g., in person, virtual) to ensure accuracy, quality, and brand consistency of printed product in accordance with department needs and industry practices.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
18.	Prepare output files for print (e.g., fonts, images) utilizing design software to deliver press ready digital files (e.g., Portable Document Format [PDF], vector art) based on vendor specifications.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F

ITEM	EXPERIENCE/EDUCATION SCALE I have performed this task for: 4 – More than 48 months. 3 – More than 36 months and up to 48 months. 2 – More than 24 months and up to 36 months. 1 – At Least 12 months and up to 24 months. 0 – Less than 12 months.	FREQUENCY SCALE I have performed this task: 4 – More than 30 times. 3 – At least 21-30 times. 2 – At least 11-20 times. 1 – At least 1-10 times. 0 – 0 times.	EXPERIENCE/EDUCATION	FREQUENCY	VERIFICATION Employment (Emp)/ Education (Edu)
19.	Prepare output files for digital publishing utilizing design software to deliver web ready digital files (e.g., Graphic Interchange Format [GIF], Portable Document Format [PDF], Joint Photographic Experts Group [JPEG]) based on vendor and/or client specifications.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F

Section 3: Conditions of Employment

CALIFORNIA HIGHWAY PATROL CONDITIONS OF EMPLOYMENT

EXAMINATION TITLE(S)

PRINT FIRST NAME, M.I., LAST NAME

SOCIAL SECURITY NUMBER

— —

Providing a Social Security Account Number is voluntary in accordance with the Privacy Act of 1974. (PL 93-579). If, however, the Social Security Number is not included, it will delay the processing of information which you are providing regarding your preference in working conditions.

Mark the circle next to the County or Region where you wish to work. You will not be eligible for positions in LOCATIONS not marked. If more than 16 location choices are selected, you may be considered available for work anywhere in the State.

Before you mark this form, there are some things you should consider. 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.

5 ANYWHERE IN THE STATE - If marked, no further selection is necessary.

0400 Butte	1700 Lake	3100 Placer	5100 Sutter
0600 Colusa	1800 Lassen	3200 Plumas	5200 Tehama
0800 Del Norte	2300 Mendocino	4500 Shasta	5300 Trinity
1100 Glenn	2500 Modoc	4600 Sierra	5800 Yuba
1200 Humboldt	2900 Nevada	4700 Siskiyou	

0100 Alameda	2000 Madera	3500 San Benito	4900 Sonoma
0200 Alpine	2100 Marin	3800 San Francisco	5000 Stanislaus
0300 Amador	2200 Mariposa	3900 San Joaquin	5500 Tuolumne
0500 Calaveras	2400 Merced	4100 San Mateo	5700 Yolo
0700 Contra Costa	2700 Monterey	4300 Santa Clara	
0900 El Dorado	2800 Napa	4400 Santa Cruz	
1000 Fresno	3400 Sacramento	4800 Solano	

1300 Imperial	1900 Los Angeles	3600 San Bernardino	5400 Tulare
1400 Inyo	2600 Mono	3700 San Diego	5600 Ventura
1500 Kern	3000 Orange	4000 San Luis Obispo	
1600 Kings	3300 Riverside	4200 Santa Barbara	

TYPE OF APPOINTMENT THAT YOU WILL ACCEPT - Please mark only one.

- | | |
|------|--|
| A 11 | Permanent or Temporary - full time, part time, or intermittent |
| C 55 | Permanent or Temporary - full time only |
| M 44 | Permanent or Temporary - part time or intermittent only |
| D 58 | Permanent only - full time only |
| K 85 | Temporary only - full time only |
| R 41 | Permanent - part time or intermittent OR Temporary - full time, part time, or intermittent |

