

**STATE OF CALIFORNIA
PROPERTY CONTROLLER I
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 Property Controller I examination consists of a Training & Experience Examination used to evaluate your education, training, and experience. Servicewide, open eligible lists for the Property Controller I 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. Please note 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. Therefore, please be sure to follow the instructions carefully.

Section 1: Candidate Information

Candidate Name: _____

Social Security Number (Optional): _____

Address: _____

Home Phone Number: _____

Work Phone Number: _____

Cellular Phone Number: _____

CERTIFICATION – IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING

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 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 you are expected to answer truthfully and accurately.

I certify and understand 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 your 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

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

Section 2: Employment/Education Verification

Include any previous and current employment and/or education information which may apply to this examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience. You will use this information to complete Section 3 of this examination.

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: _____

Section 3: 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 2: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).

For items 1-17, 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 you have performed the item, and write the 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 matching your employment and/or education listed in **Section 2: 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.

Example:

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)	
					Emp A Emp B Emp C Emp D Emp F Emp F	Edu A Edu B Edu C Edu D
1.	Establish accounts of property location using computer software for inventory control according to agency policy and procedures.	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.	Maintain accounts of property location using computer software for inventory control according to agency policy and procedures.	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	

Property Controller I Training & Experience Examination:

ITEM	EXPERIENCE/EDUCATION SCALE I have performed this task for:	FREQUENCY SCALE I have performed this task:	EXPERIENCE/EDUCATION	FREQUENCY	VERIFICATION Employment (Emp)/ Education (Edu)
	<p>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.</p>	<p>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.</p>			<p><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</p>
1.	Establish accounts of property location using computer software for inventory control according to agency policy and procedures.				<p><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</p>
2.	Maintain accounts of property location using computer software for inventory control according to agency policy and procedures.				<p><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</p>
3.	Oversee the maintenance of property accounts to ensure accuracy using computer software according to agency policy and procedures.				<p><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</p>
4.	Responsible for recording the receipt of new property for accurate identification using computer software according to agency policy and procedures.				<p><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</p>
5.	Responsible for tracking property using computer software according to agency policy and procedures.				<p><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</p>
6.	Responsible for the proper marking of property for accurate identification using various types of property tags according to agency policy and procedures.				<p><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</p>
7.	Release property to individuals based on user needs using appropriate forms according to agency policy and procedures.				<p><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</p>
8.	Inform users of their responsibilities when receiving property through various methods of communication (e.g., verbal, electronic, written notifications) according to agency policy and procedures.				<p><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</p>

Property Controller I Training & Experience Examination (Continued):

ITEM	EXPERIENCE/EDUCATION SCALE I have performed this task for: 4 – More than 60 months. 3 – More than 48 months and up to 60 months. 2 – More than 36 months and up to 48 months. 1 – At Least 18 months and up to 36 months. 0 – Less than 18 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)
9.	Receive requests for property to determine availability using various methods of communication (e.g., verbal, electronic, written notifications) according to agency policy 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
10.	Process transfers of property for accurate distribution using appropriate documentation according to agency policy 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
11.	Conduct periodic inventories of property by means of physical inspection to ensure inventory control according to agency policy 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
12.	Investigate inventory discrepancies through visual inspection to determine the whereabouts of property (e.g., lost, stolen, disposed of, transferred) according to agency policy 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
13.	Reconcile property records through visual inspection to ensure accurate completion of transactions according to agency policy 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
14.	Conduct sales of property to remove surplus or replaced assets using a computer according to agency policy 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
15.	Maintain electronic records (e.g., spreadsheets, reports, databases) ensure the accuracy of inventory according to agency policy 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
16.	Prepare electronic records (e.g., spreadsheets, reports, databases) ensure the accuracy of inventory according to agency policy 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
17.	Process currency from auctioned assets using various methods of record keeping (e.g., written, electronic) according to agency policy 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

Section 4: 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

