



SHEETFED OFFSET PRESS OPERATOR II 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** as follows:

Via Email

DGSExams@dgs.ca.gov

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

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*
West Sacramento, CA 95605

**Visitors to the Department of General Services must be escorted at all times. Applicants must use the telephone provided in the Lobby to contact the Office of Human Resources at (916) 376-5400 OR email DGSExams@dgs.ca.gov to set up an appointment to drop off their application.*

TRAINING AND EXPERIENCE EVALUATION

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

1. Perform moderate skilled work involved in maintaining and operating single and two-unit sheetfed offset presses to produce quality printed products for customers using standard industry tools.
 - A. Select one that best relates to the **length** of your experience performing this task.
 - 36 or more months
 - 24 to 35 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
 - Yearly
 - Never

2. Operate a single unit press to produce quality printing products for customers using standard industry tools.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

3. Operate a multi-unit press to produce quality printing products for customers using standard industry tools.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

4. Maintain registration between printing unit(s) by manual set-up and visual adjustments in accordance with policy and procedures.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

5. Maintain print and paper register throughout job to produce quality printed products for customers.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

6. Mix water fountain solutions (chemistry) sets and adjust the water rollers to ensure uniform dampening.
- A. Select one that best relates to the **length** of your experience performing this task.
- 36 or more months
 - 24 to 35 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
 - Yearly
 - Never
7. Set properly adjusted inking system to produce quality printed products.
- A. Select one that best relates to the **length** of your experience performing this task.
- 36 or more months
 - 24 to 35 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
 - Yearly
 - Never

8. Operate single or multiunit envelope press from feed board to delivery system.
- A. Select one that best relates to the **length** of your experience performing this task.
- 36 or more months
 - 24 to 35 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
 - Yearly
 - Never
9. Install, monitor, and maintain printing plates and blankets to produce quality printed products.
- A. Select one that best relates to the **length** of your experience performing this task.
- 36 or more months
 - 24 to 35 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
 - Yearly
 - Never

10. Distinguish color, shades, tints, and density variations to produce quality printed products.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

11. Analyze printing int/paper/equipment relationships to identify printing problems and adjust or correct.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

12. Check printed product for correct color and consistency (too much or not enough) ink, water/ink scumming, ink set off position of printed image, broken/missing/smudged image, and wrinkles.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

13. Install printing offset transfer blankets and plates.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

14. Install new ink and new water rollers.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

15. Fill ink reservoirs.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

16. Wash up printing units as needed for color changes.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

17. Set up and adjust the feeder board/hopper.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

18. Set up and maintain proper air and suction.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

19. Set up and maintain sheeter delivery.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

20. Determine if image is positioned correctly to obtain desired finished.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

21. Ensure all supplies and materials which will be needed for the press jobs are readily available before starting job.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

22. Check ahead to keep efficiency at a maximum and to foresee any future problems that might occur.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

23. Prepare the press and work area for end of shift hand-off.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

24. Communicate with incoming shift regarding any press or printing concerns and maintain good housekeeping procedures.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

25. Ensure that there are containers for waste collection and the labeling of containers is accurate.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

26. Initiate action to have full containers removed.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

27. Maintain spill cleanup materials and appropriate safety equipment in waste accumulation area, keeping waste area clean and orderly.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

28. Mix and match ink and additives using a scale and math equation for ink formulas.

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

- 36 or more months
- 24 to 35 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
- Yearly
- Never

29. Load finished printed products onto pallets to move to shipping department.

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

- 36 or more months
- 24 to 35 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
- Yearly
- 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.

- | | |
|--|---|
| <input type="checkbox"/> Any | <input type="checkbox"/> Limited Term, Full Time |
| <input type="checkbox"/> Permanent, Full Time | <input type="checkbox"/> Limited Term, Part Time |
| <input type="checkbox"/> Permanent, Part Time | <input type="checkbox"/> Limited Term, Intermittent |
| <input type="checkbox"/> Permanent, Intermittent | |

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.