



Custodian Supervisor 2

Exam Code: 0PBBJ

Department: State of California

Exam Type: Servicewide, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Custodian Supervisor 2 – \$3,421.00 - \$4,283.00 per month

[View the Custodian Supervisor 2 classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous **Who**

Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources

CalCareer Service Center
1810 16th Street
Sacramento, CA 95814

Phone: (866) 844-8671

Email: CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the 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.

Custodian Supervisor 2

Either I

Two years in the California state service performing duties of a class with a level of responsibility equivalent to a Custodian Supervisor I; **or**

II

Four years of professional cleaning experience, with at least two years supervising, directing, and giving instruction and training to custodians, inmates, youth offenders, or institutional residents, engaged in cleaning services. Possession of a high school diploma or equivalent can be substituted for six months of the required non-supervisory experience.

POSITION DESCRIPTION

Custodian Supervisor 2

Under direction, incumbents plan, organize, direct, and supervise the cleaning and custodial services of lower level employees; assist in developing training programs; protect and maintain the safety of persons and property; may instruct, lead, or supervise inmates, youth offenders, or institutional residents; assign work, supervise, and give instruction and training to custodial employees, inmates, youth offenders or institutional residents; evaluate performance, and take or recommend appropriate action; supervise the operation of custodial machinery and equipment; perform inspections and maintain custodial practices and standards of safety and sanitation; request, receive, inspect,

store, and inventory supplies; receive complaints from building occupants and make or recommend necessary adjustments; keep records and prepare reports.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received.

Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Materials, chemicals, disinfectants, equipment, and methods used in professional cleaning work
2. Sanitation and safety measures in the operating, cleaning and care of equipment and work areas
3. Safety practices
4. Training techniques
5. Procurement documents for cleaning supplies
6. Personal computer hardware and/or software products
7. Principles of effective supervision
8. Training methods
9. Use of purchase orders for cleaning supplies and equipment
10. Supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

Ability to:

1. Safely use and care for equipment and supplies
2. Safely use manual and/or electric cleaning equipment
3. Keep accurate inventories
4. Follow directions
5. Learn and perform routine custodial tasks
6. Work courteously and cooperatively with others
7. Safely lift and carry objects weighing up to 50 pounds

8. Identify and resolve complex issues as it relates to custodial functions
9. Utilize acceptable work habits and meet established standards
10. Communicate effectively
11. Promote positive, collaborative, and professional working relationships
12. Facilitate meetings to provide information and determine action needed
13. Plan, organize and/or manage multiple tasks
14. Work independently or as a team member
15. Plan, organize, and direct the work of others
16. Conduct in-service training programs
17. Keep inventories and make requisitions
18. Analyze situations accurately and implement an effective course of action
19. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Ability to (in departments with inmates or mental health patients):

1. Maintain order and supervise the conduct of persons committed
2. Prevent escapes and injury of these persons, to themselves, to others, and to property
3. Maintain security of work areas and work materials

Ability to (while working in a military base setting):

1. Make various minor building repairs
2. Work from ladders, scaffolds, and in high places
3. Write clear and concise reports
4. Analyze situations accurately and adopt an effective course of action
5. Keep records of State property

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Custodian Supervisor 2** classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093)

is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

EXAMINATION INFORMATION

[Preview of the Custodian Supervisor 2 Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

[Take the Custodian Supervisor 2 examination](#)

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

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EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital

status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3)

certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.