



EXHIBIT SUPERVISOR

Exam Code: 1A9AB

Department: 22nd District Agricultural Association (22nd DAA) / Del Mar Fairgrounds

Exam Type: Departmental, Open / SPOT

Final Filing Date: Continuous

Monthly Salary Range: \$5,294 – \$6,578

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.

WHO SHOULD APPLY:

All applicants must meet the education and/or experience requirements by the Cut-Off Date, unless otherwise noted on the class specification. 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 **nine (9) months**.

FILING INSTRUCTIONS:

E-mailed applications are preferred. Submit your completed Examination/ Employment Application (Std. 678) **AND** your completed Supplemental Application (*Both located at the bottom of this bulletin*) via email at exams@sdfair.com. Please include Exam Code: **1A9AB** in the subject line of your email.

You may also submit your completed Examination/Employment Application (Std. 678) **AND** Supplemental Application by mail, parcel delivery, or courier service to:

22nd DAA / Del Mar Fairgrounds
Human Resources Dept., Attn: Exams 1A9AB
2260 Jimmy Durante Blvd.
Del Mar, CA 92014

The testing office will accept Examination Application/Employment Applications (Std. Form 678) **AND** Supplemental Applications continuously. Applications will be processed after each cut-off date. Applications received or postmarked after a cut-off date will be held and processed on the next cut-off date.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS are not considered Postmark dates for the purpose of determining timely filing of applications. It is the applicant's responsibility to submit their application packet on time and if applying by U.S. mail, ensure the envelope is properly postmarked and if applying via parcel or courier service, ensure it contains proof of timely deposit with the service. Applications received cannot be returned pursuant to California Code of Regulations §174. Also note:

- The Examination/Employment Application (Std. 678) (*Included below this bulletin*)
- Resumes **will not be accepted in lieu** of a completed Examination/Employment Application (Std. 678).
- Your signature on your Examination/Employment Application (Std. 678) indicates that you have read, understood, and possess the basic qualifications required.

Submit all required documents to the Departments e-mail or address indicated above. **Do not submit Examination/Employment Applications (Std. 678) or Supplemental Applications to the California Department of Human Resources (CalHR).**

SPECIAL TESTING ARRANGEMENTS:

If you have a verifiable disability and require special testing arrangements, please mark the appropriate box on the "Examination Application/Employment Application" (Std. 678). You will be contacted to make special arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

Note: All applicants must meet the education and/or experience requirements as stated on this examination 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.

Note: The Examination/Employment Application (Std. 678) and resume must include "to" and "from" dates (month/day/year) And hours worked. Also, for civil service applicants, you must include time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applicants providing a copy of their transcripts MUST highlight all required courses, per the minimum qualifications.

If education is required to meet the minimum qualifications, include on the application the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed. **Note:** Applicants who are hired from the employment list must provide their official transcripts from the applicable institution(s) if education is used to meet the minimum qualifications.

Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approving foreign transcript evaluation agency before they may be used for credentialing purposes. It is the responsibility of each applicant to provide this, if applicable.

Examination/Employment Applications (Std. 678)/resumes/transcripts received without this information may be rejected.

MINIMUM QUALIFICATIONS:

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "Either" I, "Or" II, "Or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

EXHIBIT SUPERVISOR**Experience:**

Responsible experience in designing, promoting, organizing and managing at least five major shows or exhibits, each drawing a minimum of 200 entries; [shows used to establish eligibility may be of the following: (1) exhibits such as art, museum, or trade; (2) commercial show; or (3) livestock show] directing a staff of at least 10 persons. **AND**

Education:

Equivalent to completion of the twelfth grade.

POSITION DESCRIPTION:

Under direction, either (1) to have charge of the planning, organizing, promoting, designing and presenting major shows, special exhibitor special events at the California Exposition and State Fair; or (2) to have charge of planning, organizing, promoting and directing the presentation of all exhibits in a District Agricultural Association; and to do other related work. Plans, organizes, promotes and directs competitive exhibits such as photographic, art, flower shows, counties, craft, home arts, livestock, junior and horse shows, and special exhibits such as wine, energy and agriculture exhibits, demonstrations, traveling exhibits and cultural exhibits and events; designs and supervises the construction, erection, installation and decoration of exhibits; contacts prospective exhibitors, sells exhibit space, advises on suitable methods of exhibit display and arranges for exhibits; prepares rules, regulations and orders governing the entry, display and judging of exhibits and directs their execution; plans the programming of show events and the judging of exhibit displays; determines exhibit classes and classifies exhibit entries; recommends the system of awards and prepares and distributes premium award catalogs; arranges for the services of judges; reviews the plans of proposed exhibits to see that the general physical, cultural and community interests of exhibit units are adhered to; acts as a consultant to participating agencies regarding the construction and installation of their exhibits; arranges for and supervises special events; addresses clubs and organizations; writes publicity articles; dictates correspondence, prepares reports.

ELIGIBLE LIST INFORMATION:

This is a Departmental, Open/SPOT examination. A departmental eligible list for the Exhibit Supervisor classification will be established for use by the 22nd DAA/Del Mar Fairgrounds.

The names of successful competitors will be merged onto the eligible list in order of final score regardless of date. Eligibility expires twelve (12) months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Applicants must then retake the examination to reestablish eligibility.

EXAMINATION INFORMATION:

This examination consists of the following components: **Supplemental Application – Weighted 100% of the final score**

EXAMINATION INTERVIEWS WILL NOT BE HELD. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Supplemental Application.

The Supplemental Application is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the minimum qualifications will have their Supplemental Application rated and successful candidates will be placed on an eligible list. Note: It is especially important that each applicant take special care to accurately and completely fill out their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. **SUBMISSION OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.**

Cut-Off Dates for this examination will be at the end of each month, as follows:

- January 31, 2022
- February 28, 2022
- March 31, 2022
- April 30, 2022
- May 31, 2022
- June 30, 2022
- July 31, 2022
- August 31, 2022
- September 30, 2022
- October 31, 2022
- November 30, 2022
- December 31, 2022

Candidates must complete and return the Exhibit Supervisor Supplemental Application along with the Examination Application/Employment Application (Std. 678). All applicants must meet the minimum qualifications for this examination by the cut-off date. Candidates who meet the minimum qualifications will have their Supplemental Application rated.

Supplemental Applications submitted without a completed Examination/Employment Application (Std. 678) will be eliminated from this examination.

KNOWLEDGE, SKILLS, AND ABILITIES:

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 to job demands, each applicant's:

Knowledge of:

1. Methods and problems involved in presenting shows and exhibits.
2. Principles and techniques of designing, constructing and installing exhibits.
3. Classes and types of exhibits shown at fairs.
4. Judging qualifications.
5. Supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to:

1. Advise on scenic and physical features for a presentation or display.
2. Program show events.
3. Prepare and evaluate rules and regulations for exhibits.
4. Foresee and meet necessary work deadlines.
5. Speak effectively in public.
6. Write articles for publicity.
7. Analyze situations accurately and take effective action.
8. Work cooperatively with others in a variety of circumstances.
9. Direct the work of others.

VETERANS' PREFERENCE:

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 who have achieved permanent civil service status are not eligible to receive Veterans credits.**

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (CalHR 1093) is available online at <https://www.calhr.ca.gov/Documents/CalHR-1093.pdf#search=CalHR%201093>. Additional information on veteran benefits is available at the Department of Veterans Affairs.

CAREER CREDITS:

Career Credits are not granted for examinations administered on an Open or Promotional basis.

CONTACT INFORMATION:

If you have questions concerning this examination bulletin, please contact:

22nd DAA / Del Mar Fairgrounds
Human Resources Dept., Attn: Cheryl Zinniger
2260 Jimmy Durante Blvd.
Del Mar, CA 92014
Phone: (858) 794-1089
E-mail: exams@sdfair.com

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.

GENERAL INFORMATION:

Examination/Employment Applications (Std. 678) are available at www.jobs.ca.gov and local offices of the Employment Development Department.

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.

Security and Confidentiality of Examination: Pursuant to Government Code Section 19860. "It is unlawful for any person: (a) Willfully by himself or in cooperation with another person to defeat, deceive, or obstruct any person with respect to his right of examination, application, or employment under this part or board rule. (b) Willfully and falsely to mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified under this part or board rule, or to aid in so doing, or make any false representation concerning the same or the person examined. (c) Willfully to furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person examined, certified or to be examined or certified under this part or board rule."

Pursuant to Government Code 19681. "It is unlawful for any person: (a) To practice any deception or fraud with regard to his identity in connection with any examination, application, or request to be examined. (b) To obtain examination questions or other examination material except by specific authorization either before, during, or after an examination or use or purport to use any such examination questions or materials for the purpose of instructing or coaching or preparing candidates for examinations. (c) To use any unfair means to cause or attempt to cause any eligible to waive any rights obtained under this part."

The 22nd DAA/Del Mar Fairgrounds 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.

For an examination without a written feature it is the candidate's responsibility to contact the 22nd DAA/Del Mar Fairgrounds Examinations at (858) 794-1089 three (3) weeks after the final filing date if candidate has not received a final notice.

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.

College Education: The qualifications meeting the requirement "Equivalent to graduation from college" means satisfaction of the requirements for the bachelor's degree from an accredited, recognized institution of higher education. This means the applicant must show receipt of a bachelor's degree. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent.

22ND DISTRICT AGRICULTURAL ASSOCIATION / DEL MAR FAIRGROUNDS

SUPPLEMENTAL APPLICATION EXHIBIT SUPERVISOR

The 22nd District Agricultural Association (22nd DAA) / Del Mar Fairgrounds Exhibit Supervisor examination is being given on an Open/Statewide Continuous Filing basis. This examination will consist solely of this Supplemental Application.

This Supplemental Application is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities and experience to effectively perform the duties relative to the classification.

Candidates are responsible for reading all the material provided prior to completing the questionnaire. The information you provide will be evaluated using predetermined rating criteria. This Supplemental Application will account for 100% of the weight of your examination for this classification. To obtain a position on the eligible list, minimum rating of 70% must be attained. If successful, your name will be merged onto a list based on your final score. The list will be used by 22ND DAA / Del Mar Fairgrounds to fill existing vacancies.

Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the Supplemental Application.

A "Conditions of Employment Form" is included in this Supplemental Application to allow you to select the time bases you are interested in working. You will not be scored on the "Conditions of Employment Form."

NOTE: FAILURE TO ACCURATELY AND PROPERLY COMPLETE THIS SUPPLEMENTAL APPLICATION WILL RESULT IN YOUR ELIMINATION FROM THIS EXAMINATION.

THIS AFFIRMATION MUST BE COMPLETED:

Government Code Section 18935: "The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

- j. Has intentionally attempted to practice any deception or fraud in his or her application, in his or her examination, or in securing his or her eligibility."

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from this examination, and may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California Law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

Your Signature (Required): _____ **Date:** _____

Print Your Name (Required): _____

Your supplemental application will not be scored if you do not provide your name.

Submit your completed Supplemental Application AND your State Examination / Employment Application (Std. 678) (include the Exam Code 1A9AB on your STD.678), via e-mail at exams@sdfair.com. Your completed Supplemental Application AND State Application (Std. 678) must include your original signature.

You may also mail, use parcel delivery, or courier service to:

22nd DAA / Del Mar Fairgrounds
Human Resources Office, Attention: Exams 1A9AB
2260 Jimmy Durante Blvd.
Del Mar, CA 92014

GENERAL INSTRUCTIONS

READ INSTRUCTIONS CAREFULLY

Do not attach any additional documents to this Supplemental Application or send any forms/documents in advance.

This process is the entire examination for the above classification(s). Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a lower score.

1. Additional instructions are provided on the following pages.
2. If successful, your name will be placed on separate eligible lists for the classification(s) listed above.
3. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for Exhibit Supervisor. You must ensure you have addressed each of the following areas:

- Affirmation Statement (page 1)
- General Instructions (page 2)
- Prior State Employment Information (page 3)
- Conditions of Employment (pages 4)
- Minimum Qualifications (page 5)
- Job Requirements (page 5)
- Exhibit Supervisor - Work Experience (pages 6 - 7)
- Exhibit Supervisor - Knowledge Assessment (page 8)

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Supplemental Application will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the certification list(s)
- Loss of State employment
- Loss of rights to compete in any future State examinations

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. IF THIS DOES NOT APPLY TO YOU, please skip this question.

Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

**AVAILABLE POSITIONS ARE LOCATED
IN SAN DIEGO COUNTY
IN THE STATE OF CALIFORNIA**

After list release, please notify the 22ND DAA / Del Mar Fairgrounds promptly of any address changes or availability for employment at the following address:

22ND DAA / DEL MAR FAIRGROUNDS
HUMAN RESOURCES DEPARTMENT, ATTN: EXAMS
2260 JIMMY DURANTE BLVD
DEL MAR, CA 92014

CONDITIONS OF EMPLOYMENT FORM FOR LISTINGS

PLEASE MARK THE APPROPRIATE BOX(S) OF YOUR CHOICE:

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

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

(D) Permanent Full-Time (R) Permanent Intermittent (K) Limited-Term Full-Time (A) Any

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.

MINIMUM QUALIFICATIONS

Experience:

Responsible experience in designing, promoting, organizing and managing at least five major shows or exhibits, each drawing a minimum of 200 entries; [shows used to establish eligibility may be of the following: (1) exhibits such as art, museum, or trade; (2) commercial show; or (3) livestock show] directing a staff of at least 10 persons. And

Education:

Equivalent to completion of the twelfth grade.

JOB REQUIREMENTS

The following are job requirements. Please respond to each question by marking the appropriate box. If you are unwilling or unable to comply with any of the following job requirements, it will be grounds for elimination from the examination process.

1. Are you willing to comply with departmental training requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are you willing to report unethical and/or illegal behavior on the part of departmental staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are you willing to accept constructive criticism and respond appropriately?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are you willing to promote a positive, collaborative, and professional working environment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are you willing to work professionally with individuals from a wide range of cultural backgrounds?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are you willing to participate in team meetings, committees, special projects, etc. as required and/or assigned by your supervisor/manager?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Are you willing to work in a team environment to complete assigned work tasks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Are you willing to work overtime if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Willingness to carry equipment and materials weighing a minimum of 10 pounds.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Willingness to participate in on-going education specific to your work assignment.	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION I WORK EXPERIENCE

Note to Applicant: For items 1 - 30, refer to the scale description below and rate your level of experience.

Definition of Levels:

Extensive Experience: Extensive experience performing this task.

Moderate Experience Moderate experience performing this task.

Basic Experience: Basic experience performing this task.

Limited Experience: Limited experience performing this task.

Minimal Experience: Minimal experience performing this task.

	Length of Experience				
	<u>Extensive Experience</u>	<u>Moderate Experience</u>	<u>Basic Experience</u>	<u>Limited Experience</u>	<u>Minimal Experience</u>
1.	Performed administrative tasks in an office environment such as scheduling, purchasing, monthly reports, and meeting preparation.				
2.	Understands recruitment and vetting judges for competitions.				
3.	Performed hiring of staff to fill vacancies by writing a job description, conducting interviews and ensuring proper qualifications are met.				
4.	Performed supervisory duties in the coordination of exhibits/events.				
5.	Understand the components of the erecting, installing and designing of exhibits or events.				
6.	Prepared rules, regulations and procedures governing the entry, display and judging of exhibits or events and directs their execution.				
7.	Reviewed the plans of proposed exhibits to see that the general physical, cultural and community interests of participants and the public are met.				
8.	Performed duties such as organizing special events such as awards ceremonies, appreciation banquets, receptions, etc.				
9.	Addressed clubs, organizations and associations to promote upcoming events or exhibits.				
10.	Arranged for the services of sound, lights, staging and personnel necessary to support events.				
11.	Researched and compiled information for and written detailed reports.				
12.	Assisted in budget development and monitoring.				
13.	Researched and developed exhibit programs promoting various industries.				
14.	Prepared and/or written information for press releases.				
15.	Written other information for publicity purposes such as content for flyers, social media posts, etc.				
16.	Developed and directed volunteer service programs for exhibits/events.				
17.	Assigned, reviewed, approved and accounted for all work schedules, duties and productivity of staff to ensure deadlines are met.				

SECTION I WORK EXPERIENCE

		Length of Experience				
		Extensive Experience	Moderate Experience	Basic Experience	Limited Experience	Minimal Experience
	Note to Applicant: For items 1 - 30, refer to the scale description below and rate your level of experience.					
	Definition of Levels:					
	Extensive Experience: Extensive experience <u>performing</u> this task.					
	Moderate Experience Moderate experience <u>performing</u> this task.					
	Basic Experience: Basic experience <u>performing</u> this task.					
	Limited Experience: Limited experience performing this task.					
	Minimal Experience: Minimal experience performing this task.					
18.	Understand the concept of maintaining supervisory files for subordinate staff in order to prepare probationary/annual evaluations and follow up with training and corrective action.					
19.	Performed duties leading to fiscal responsibility for the assigned budget such as obtaining quotes for goods and services, reviewing invoices for accuracy, etc.					
20.	Performed duties such as preparing an analytical report for superiors.					
21.	Prepared proposals for future plans in exhibit/event planning.					
22.	Performed the duties of coordinating exhibitors, donors, and volunteer credentials including parking, badges, admission, etc.					
23.	Developed overall goals and objectives of a project.					
24.	Performed duties such as working with marketing on website posting schedules and content.					
25.	Developed policies and procedures for an exhibit.					
26.	Experience using a computer program to plot and assign space and create diagrams					
27.	Performed duties such as developing a budget for an event or exhibit, forecasting revenues and expenses.					
28.	Directed the coordination of contracted services such as tents, entertainment, exhibitions, equipment rentals, and temporary labor.					
29.	Prepared remarks for and is comfortable with speaking in a public setting.					
30.	Oversaw design and construction of an exhibit from start to completion.					

SECTION II KNOWLEDGE

For items 31 - 40, please rate your level of knowledge by indicating the box that best describes your level of knowledge in each of the following areas.

Definition of Levels:

Extensive Knowledge: I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations and I have instructed others on specific aspects of this knowledge.

Moderate Knowledge: I possess a sufficient knowledge level that has allowed me to perform tasks related to this knowledge successfully and I have applied it to an actual job.

Basic Knowledge: I possess some knowledge but may require additional instruction to apply this knowledge effectively.

Limited Knowledge: I possess little or no education or training relevant to this knowledge.

		Level of Knowledge		
		Extensive Knowledge	Moderate Knowledge	Basic Knowledge
				Limited Knowledge
31.	Knowledge of a supervisor's role in the Equal Employment Opportunity (EEO) Program and the processes available to meet the Department's EEO objectives as they relate to supervision and management.			
32.	Knowledge of principles and techniques of designing, planning and installing exhibits/events.			
33.	Knowledge of program management to be able to effectively run a program on a day-to-day basis and plan for the future.			
34.	Knowledge of the principles and practices of personnel management and supervision to effectively direct and manage an area of responsibility and meet the mission of the Department.			
35.	Knowledge of supervisory principles, practices and techniques to plan, oversee, and direct the work activities of employees.			
36.	Knowledge of principles and methods of training to determine training needs, evaluate training results, to ensure a qualified workforce, provide opportunity for upward mobility and meet the overall mission of the Department.			
37.	Knowledge of training methods and techniques to develop and provide training programs and presentations to staff.			
38.	Knowledge of Microsoft Office programs including Word, Excel, Outlook, and PowerPoint.			
39.	Knowledge of Auto Sketch or other Computer Aided Drafting systems.			
40.	Knowledge of the California State Rules as they relate to Competitive Exhibits.			

**THIS CONCLUDES THE SUPPLEMENTAL APPLICATION FOR
EXHIBIT SUPERVISOR**

Please refer to page one for instructions on submitting documents



State of California Application Instructions

Read the following instructions carefully before completing this application. Please complete the application on a computer or print in ink. All questions **must** be answered completely and accurately, except as noted. You may be disqualified for any false or misleading statements or for omitting information. The information you furnish will be used to apply for a job, determine your eligibility and/or may be the basis for arriving at your final rating in an examination. During the course of an examination, you may be requested to provide additional information regarding your qualifications, your preference regarding work location, shifts, etc.

Social Security Number (SSN) – Providing this is voluntary in accordance with the Privacy Act of 1974 (PL 93-579). However, a SSN may be needed to process your application when granting items such as Veterans' Preference, Limited Examination and Appointment Program (LEAP), Career Credits, and/or confirming list eligibility.

Examination(s) or Job Title(s) – Provide the title of the position listed on the announcement.

Question 2 – Must be answered by all applicants. You must answer "Yes" if you have ever, because of poor performance or misconduct, been fired, dismissed, or terminated from a job, or had an employment contract terminated. Applicants who have been rejected during a probationary period, or whose dismissals or terminations have been overturned, withdrawn (unilaterally or as part of a settlement agreement) or revoked need not answer "Yes." Explain any "Yes" answers in the Explanations section. Briefly describe the facts, findings, any action taken against you, and the circumstances under which you left the position.

In completing this application, you do not need to answer "Yes" to Question 2 if:

you have been rejected during a probationary period; your employer withdrew the firing, dismissal, termination, or contract termination (either voluntarily or as part of a settlement); or

a court or administrative agency overturned or revoked the firing, dismissal, termination, or contract termination.

If asked about past employment history by a prospective employer during the hiring process or probationary period, applicants are required to tell the truth regarding any firing, dismissal, termination, contract termination or rejection during probationary period, whether or not the action was overturned, revoked, or withdrawn (either voluntarily by the employer or, as part of a settlement agreement). Applicants are also required to provide factually correct information in the Employment History section of the application.

Question 3 – Must be answered by all applicants. Government Code section 18720.45 requires applicants for state employment to disclose on their application form whether they have entered into any agreement(s) with the state in which the applicant agreed to refrain from seeking or accepting any subsequent employment with the state. You must answer "Yes" to this question if you have ever entered into a written agreement with any department, agency, commission, board,

state employer, or other governmental unit within California state civil service, where one of the terms of the agreement provided that you agreed not to seek or accept subsequent employment with the state or any state agency. A state agency includes any department, agency, commission, board, state employer, or other governmental unit within the California state civil service, but does not include the California State University.

Question 4 – Must be answered by all applicants. Government Code section 18720.45 requires applicants for state employment to disclose on their application form whether they have entered into any agreement(s) with the state in which the applicant agreed to refrain from seeking or accepting any subsequent employment with the state. You must answer "yes" to this question if you have ever entered into a written agreement with any department, agency, commission, board, state employer, or other governmental unit within the California state civil service, involving an adverse action, rejection on probation, or AWOL termination where one of the terms of the agreement provided that you agreed not to seek or accept subsequent employment with a particular state agency. A state agency includes any department, agency, commission, board, state employer, or other governmental unit within the California state civil service, but does not include the California State University. If you answer "Yes" to this question, please provide the name of the particular agency and the details in the Explanations section.

Question 10 – If you checked "Yes" and you are not able to attach the Accommodation Request form, you will be contacted via telephone or mail to make specific arrangements.

Explanations – Use this section to explain the details of any response that requires additional information. Be thorough, and attach additional sheet(s) if needed.

Applicant's Signature – Your signature and the date signed is required. If the hard copy application is not signed, it may be rejected. Electronic submission of your application through a CalCareer Account certifies your application in place of a signature and date signed.

Education – You must include a complete record of your training and educational background. Please read the requirements of the examination bulletin for any specific educational requirements. If more space is needed, you may attach additional documentation.

Licenses – If the examination bulletin requires a specific license, professional certificate, or membership in a professional organization, list the full name of the license, certificate or organization, the license number, and the official expiration date of the document or membership.

Employment History and Experience – You must include a complete list of your paid and/or volunteer work experience **that relates to the qualification requirements specified on the examination bulletin**. List all relevant jobs during the past 10 years, regardless of duration, including part-time and military service. You should also list volunteer experience and jobs if they directly relate to the job for which you are applying. **State employees must list the specific departments for which they worked and indicate the specific civil service class title(s) held.**

Requesting Veterans' Preference – If you have not previously applied and been approved for Veterans' Preference, you must complete and submit the Veterans'

Preference Form, CALHR-1093 to the California Department of Human Resources.

Equal Employment Opportunity Page – Providing this information is voluntary. This data is only to be used for statistical purposes in evaluating the extent to which the state is complying with state and federal equal employment opportunity and non-discrimination requirements.

NOTE: Your completed application and other examination related information submitted to the department administering this examination becomes confidential information and the property of the State of California as provided by Government Code section 18934. This application and other confidential information **will not be returned**; therefore, it is recommended that you keep a copy of your completed application for your records. Your rights to inspect your examination papers are set forth in Title 2, section 186 -189 of the California Code of Regulations, which can be accessed at Office of Administrative Law website at: oal.ca.gov.

Information About Disability

Physical disability includes but is not limited to having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that affects one or more of several body systems and limits a major life activity. The body systems listed include the neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine systems. A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity, such as working, if it makes the achievement of the major life activity difficult.

Mental disability includes but is not limited to having any mental or psychological disorder or condition, such as intellectual or cognitive disability, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity, or having any other mental or psychological disorder or condition that requires special education or related services.

Major life activities are defined broadly and include physical, mental, and social activities, including but not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. Major life activities include the operation of major bodily functions, including functions of the immune system, special sense organs and skin, normal cell growth, digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions.

Major bodily functions include the operation of an individual organ within a body system.

An impairment "limits" a major life activity if it makes the achievement of the major life activity difficult.

Medical condition is defined as any health impairment related to or associated with a diagnosis of cancer or a record or history of cancer, or a genetic characteristic.

Genetic characteristic is defined as any scientifically or medically identifiable gene or chromosome or an inherited characteristic that could statistically lead to increased development of a disease or disorder.

California Code of Regulations, Title 2, section 11065.

State of California Application

PRINT OR TYPE

APPLICANT'S NAME (Last)	(First)	(M.I.)	CALCAREER ID		
MAILING ADDRESS (Number)	(Street)	(Apt #)	SOCIAL SECURITY NUMBER (Exams Only)		
(City)	(County)	(State)	(Zip Code)		
E-MAIL ADDRESS		1st TELEPHONE NUMBER	Work Home Other	2nd TELEPHONE NUMBER	Work Home Other
EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING					PERSONNEL USE ONLY

STANDARD EMPLOYMENT QUESTIONS

- Are you now employed by the State of California? If "Yes," fill in the information below. Yes No
Department: _____ Subdivision: _____
- Have you ever been fired, dismissed, terminated, or had an employment contract terminated from any position for performance or for disciplinary reasons? If "Yes," give details in the "Explanation" section below and refer to the instructions page for further information. Yes No
- Have you ever entered into any written agreement with a state agency in which you agreed not to seek or accept subsequent employment with the state or any state agency? Yes No
- Have you ever entered into any written agreement with a state agency involving an adverse action, rejection on probation, or AWOL termination, in which you agreed not to seek or accept subsequent employment with a particular state agency? Yes No
- In addition to English, list any other languages you are fluent in:
 - Verbal fluency in _____
 - Written fluency in _____

ANSWER THE FOLLOWING QUESTIONS ONLY IF THE EXAM BULLETIN OR JOB POSTING REQUIRES THE INFORMATION

- For typing applicants only: I certify I can type at a speed of _____ words per minute.
- Do you meet the minimum and/or maximum age requirements? Yes No
- Do you possess a valid California Driver License? If "Yes," fill in the information below. Yes No
License #: _____ Class: _____ Restrictions: _____

ANSWER THE FOLLOWING QUESTIONS IF APPLYING TO TAKE AN EXAMINATION

- Enter your preferred county to take the examination, if different from your county of residence: _____
- Do you need an accommodation to take an examination or assessment? If "Yes," complete the Accommodation form. Yes No

NOTE: If you are a veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, you may qualify for Veterans' Preference. For information regarding Veterans' Preference see www.calcareers.ca.gov or www.calvet.ca.gov.

EXPLANATIONS: Provide details of any response that requires additional information.

CERTIFICATION – IMPORTANT – READ BEFORE SIGNING – YOUR SIGNATURE IS REQUIRED FOR HARD COPY SUBMISSION

I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the State of California. I authorize the employers and educational institutions identified on this application to release any information they may have concerning my employment or education to the State of California.

APPLICANT'S SIGNATURE

DATE SIGNED

APPLICANTS — DO NOT USE THE SPACE BELOW — FOR PERSONNEL USE ONLY

Classes	01	02	03	04	05	06			Flags _____	FOR PERSONNEL USE ONLY	
WC for Series/Levels									Accepted	REJECTED WC	
RC/Flag for Series/Levels									EXPERIENCE	LICENSE REQUIREMENT	
CODES								EDUCATION	OTHER		
								STAFF	DATE PROCESSED		

APPLICANT'S NAME (Last)	(First)	(M.I.)	CALCAREER ID
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EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL?

IF NOT, DO YOU POSSESS A GED OR EQUIVALENT?

IF NOT, ENTER THE HIGHEST GRADE YOU COMPLETED?

Yes

No

Yes

No

UNIVERSITY OR COLLEGE — BUSINESS, CORRESPONDENCE, TRADE OR SERVICE SCHOOL, NAME AND LOCATION	COURSE OF STUDY	UNITS COMPLETED SEMESTER	UNITS COMPLETED QUARTER	DIPLOMA, DEGREE OR CERTIFICATE OBTAINED	DATE COMPLETED

LICENSES – LIST APPLICABLE LICENSES AND CERTIFICATES INDICATED IN THE EXAMINATION BULLETIN.

(If you are an attorney, please indicate the date you were admitted to the Bar under the Issue Date column, if stated on the examination bulletin.)

LICENSE / CERTIFICATION NUMBER	ISSUE DATE	EXPIRATION DATE	IN THE SPACE BELOW, INDICATE SPECIFIC COURSE REQUIREMENTS NEEDED TO SATISFY REQUIREMENTS FOR THIS EXAMINATION

EMPLOYMENT HISTORY – List relevant paid, military and/or volunteer experience that relate to the qualification requirements. List each job separately.

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		

DUTIES PERFORMED

REASON FOR LEAVING

APPLICANT'S NAME (Last)	(First)	(M.I.)	CALCAREER ID
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FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (<i>Include Range or Level, if applicable</i>)	SUPERVISOR NAME
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HOURS PER WEEK	COMPANY/STATE AGENCY NAME		
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TOTAL WORKED	ADDRESS		
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DUTIES PERFORMED			
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REASON FOR LEAVING			
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FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (<i>Include Range or Level, if applicable</i>)	SUPERVISOR NAME
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HOURS PER WEEK	COMPANY/STATE AGENCY NAME		
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TOTAL WORKED	ADDRESS		
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DUTIES PERFORMED			
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REASON FOR LEAVING			
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EXAMINATION / EMPLOYMENT APPLICATION

APPLICANT'S NAME (Last)	(First)	(M.I.)	CALCAREER ID
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FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (<i>Include Range or Level, if applicable</i>)	SUPERVISOR NAME
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HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
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TOTAL WORKED	ADDRESS		
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DUTIES PERFORMED			
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REASON FOR LEAVING			
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FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (<i>Include Range or Level, if applicable</i>)	SUPERVISOR NAME
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HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
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TOTAL WORKED	ADDRESS		
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DUTIES PERFORMED			
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REASON FOR LEAVING			
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EXAMINATION / EMPLOYMENT APPLICATION

APPLICANT'S NAME (Last)	(First)	(M.I.)	CALCAREER ID
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FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (<i>Include Range or Level, if applicable</i>)	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		

DUTIES PERFORMED

REASON FOR LEAVING

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (<i>Include Range or Level, if applicable</i>)	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		

DUTIES PERFORMED

REASON FOR LEAVING

EXAMINATION / EMPLOYMENT APPLICATION

APPLICANT'S NAME (Last)	(First)	(M.I.)	CALCAREER ID
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FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (<i>Include Range or Level, if applicable</i>)	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		

DUTIES PERFORMED

REASON FOR LEAVING

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (<i>Include Range or Level, if applicable</i>)	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		

DUTIES PERFORMED

REASON FOR LEAVING

CalHR Privacy Notice on Information Collection

The California Department of Human Resources (CalHR) is committed to the privacy of your personal information. The information requested on this form may include personal information. Under the Information Practice Act of 1977, California Civil Code section 1798.17, agencies/departments that use this form to collect personal information from individuals are required to provide a privacy notice with this form. For more information, you may wish to contact the appointing authority at which you are applying to receive information regarding that appointing authority's privacy policy, and privacy notice on information collection.

Legal Authority for Collection and Use of Information

CalHR is requesting the information specified on this form pursuant to Government Code sections 8310.5, 11019.11, 12946, 18720, 18720.1, 19233, 19234, 19705, 19790, 19792(h) and the California Code of Regulations, Title 2, sections 599.980, 11013(b).

The information collected will be used for scheduling examinations, determining your eligibility for state civil service, and contacting you. Information will also be used for statistical and analytic purposes, audit purposes and may be disclosed to the appointing authority to which you apply.

Individuals should not provide personal information that is not requested or required.

The submission of all information requested is mandatory unless otherwise noted. If you fail to provide the information requested, CalHR will not be able to determine your eligibility for state civil service employment.

Disclosure and Sharing

CalHR does not, under any circumstance, sell your electronically collected personal information. In addition, Government Code section 11015.5 (6) prohibits CalHR and all state agencies from distributing or selling any electronically collected personal information, as defined above, about users to any third party without the written permission of the user. Any distribution of electronically collected personal information will be used solely for its intended use. However, we may share your personal information under the following circumstances:

1. To other state departments and third party vendors for administering our human resource responsibilities as required by law;
2. You give us permission and we have your consent; and/or
3. We may release information to a party with a legal authority, such as a subpoena.

Department Privacy Policy

The information collected by CalHR is subject to the limitations in the Information Practices Act of 1977 and state policy. For more information on how we care for your personal information, please read our Privacy Policy at <http://calhr.ca.gov/pages/privacy-policy.aspx>.

Access to Your Information

You can view your personal information through your CalCareer account. If you have questions regarding your CalCareer account, you may contact the CalHR Selection Division.

CalHR Selection Division
1515 S Street, Room, 500N
Sacramento, CA 95811
866-844-8671

EQUAL EMPLOYMENT OPPORTUNITY

APPLICANT: This data assists the State of California in its commitment to equal employment opportunity. Applicants are asked to voluntarily provide the information below. This questionnaire will be separated from the application and will not be used in any employment decisions. This data will be used for statistical data gathering and reporting purposes in evaluating the extent to which the state is complying with state and federal equal employment opportunity and non-discrimination requirements.

SOCIAL SECURITY NUMBER	AGE	GENDER		
	Under 21 (1) 21-39 (3) 40-69 (6) 70 and Over (7)	Male	Female	

RACE AND ETHNICITY

Check one box that best describes your race or ethnicity.

	ASIAN	PACIFIC ISLANDER
BLACK or AFRICAN AMERICAN (F)	Multiple Asian** (S)	Multiple Pacific Islander*** (T)
AMERICAN INDIAN or ALASKA NATIVE (H)	Indian (M)	Guamanian (R)
HISPANIC or LATINO (alone or in combination with any other race) (D)	Cambodian (U)	Hawaiian (P)
WHITE (E)	Chinese (J)	Samoan (Q)
MULTIPLE RACES* (X)	Filipino (G)	Other Pacific Islander (T)
	Japanese (I)	
	Korean (K)	
	Laotian (V)	
	Vietnamese (L)	
	Other Asian (S)	

I choose not to identify.

* If you identify with more than one race that is Non-Hispanic or Latino, select Multiple Races.

** If you identify with more than one Asian ethnicity, select Multiple Asian.

*** If you identify with more than one Pacific Islander ethnicity, select Multiple Pacific Islander.

DISABILITY

A person with a disability is an individual who:

- has a physical or mental impairment or medical condition that limits one or more life activities, such as walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself or working;
- has a record or history of such impairment or medical condition; or
- is regarded as having such an impairment or medical condition.

Please refer to the instructions for more information regarding how disability is defined under the law.

Yes, I have a disability

No, I do not have a disability

MILITARY

Have you ever served in the United States military? Please check the appropriate box below.

Yes, I have served in the military

No, I have not served in the military

AUTHORITIES

Government Code sections 8310.5, 11019.11, 12946, 19233, 19234, 19705, 19790, 19792(h) and California Code of Regulations, Title 2, sections 599.980, 11013(b) authorize the State of California to collect demographic information on job applicants and exam participants for analysis and statistical purposes.

Thank You For Completing This Questionnaire