



MAILING MACHINES SUPERVISOR II

DEPARTMENTAL OPEN EXAMINATION

SPOT – YOLO

Testing Department: Employment Development Department
Bulletin Release Date: January 20, 2015
FINAL FILING DATE: **February 3, 2015**
Monthly Salary Range: \$3177 - \$3980

POSITION DESCRIPTION

This is the highest supervising level in this series. Under general direction, incumbents at this level are responsible for supervising, planning, coordinating, training and directing the work in a large volume mailing operation containing several units or more than one shift in processing outgoing United States and other carrier mail. Incumbents typically supervise a large staff of subordinate clerical employees including at least three Mailing Machine Supervisors I.

Positions exist in West Sacramento.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated on this bulletin may apply for this exam.

MINIMUM QUALIFICATIONS

All applicants must meet the experience requirements for this examination **by the final filing date.**

EITHER I

One year of experience in the California state service performing the duties of a Mailing Machines Supervisor I.

OR II

Two years of experience in the California state service performing the duties of a Mailing Machines Operator I Range B, or Mailing Machines Operator II.

OR II

Five years of experience operating a variety of mailing machines in the processing of outgoing United States mail, at least two years of which shall have been in a supervisory capacity.

(Experience in the California state service must include one year of experience performing the duties of a Mailing Machines Supervisor I.)

SPECIAL PERSONAL CHARACTERISTICS

A mechanical aptitude and interest in machinery; neatness; orderliness; alertness; manual dexterity; a willingness to follow a prescribed routine; ability to stand for long periods of time and work in noisy surroundings, and good eyesight.

FILING INSTRUCTIONS

Examination Applications (STD. 678) are available at the California Department of Human Resources Careers page at <http://jobs.ca.gov/pdf/std678.pdf>.

All Examination Applications must be **POSTMARKED** no later than the final filing date in order to be considered for the examination. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE**. Use of EDD metered mail, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:

MAILING ADDRESS:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: **Mailing Machines Supervisor II**
P.O. Box 826880
Sacramento, CA 94280-0001

FILE IN-PERSON ADDRESS:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: **Mailing Machines Supervisor II**
751 N Street, 6th Floor Solar Building
Sacramento, CA 95814

NOTE: All Applications **MUST** include a current, valid email address as examination material may be sent via e-mail, e.g., examination notices, access to examination material, etc. It is the candidate's responsibility to ensure the email address listed on their application is current and valid. Failure to provide a current and valid email address may result in non-receipt of exam information in a timely manner which could result in disqualification from the examination.

Applications must also contain the following information: "to" and "from" dates (month/day/year) of employment, time base, civil service class title(s), and range, if applicable. In addition, college course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applications received without this information may be rejected.

SPECIAL TESTING ARRANGEMENTS

If you need an accessible test location, an interpreter, or other special testing arrangements because of a disabling condition or your religious beliefs, please complete question 2 and/or 3 on page 1 of the Examination Application (STD 678). You will be contacted and necessary arrangements will be made.

EXAMINATION INFORMATION

This examination will consist of a **Qualifications Assessment** weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

QUALIFICATIONS ASSESSMENT – WEIGHTED 100%

It is anticipated that candidates who meet the minimum qualifications for this exam will be sent an email the week of **February 16, 2015** to the e-mail address provided on their application, which will contain a link to access the Qualifications Assessment to complete.

It is the candidate's responsibility to contact the Human Resource Services Division at EDDEXaminations@edd.ca.gov if they have not received an email by Friday, February 20, 2015. Please monitor your e-mail account's SPAM, Junk, Bulk, etc. folder(s) as the examination e-mail may be filtered depending on their specific account settings.

COMPETITORS WHO DO NOT COMPLETE THE QUALIFICATIONS ASSESSMENT OR DO NOT SUBMIT IT BY THE DUE DATE WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.

SCOPE OF THE EXAMINATION

A. KNOWLEDGE OF:

1. Principles of organization and management.
2. Modern office methods and procedures
3. Postal regulations related to postage.
4. Types of mail.
5. Zip code sorting techniques.
6. The operation and maintenance of mailing machines and related equipment.
7. The capabilities of various mailing machines and related equipment and their application to various job requests.
8. The procedures of various United States and other carriers, and current rates in relation to various job requests.
9. Current development in methods, materials and equipment.
10. The principles and techniques of effective supervision.
11. The Department's Equal Employment Opportunity (EEO) program objectives, a leader's role in the EEO program, and the processes available to meet EEO objectives

B. ABILITY TO:

1. Coordinate the work of assistants.
2. Supervise and train a mailing operation unit through subordinate supervisors.
3. Carry out oral and written directions.
4. Learn rapidly the operating details of mailing machines and related equipment.
5. Operate, adjust and maintain equipment in good operating condition.
6. Meet deadlines.
7. Read and write at a level required for successful job performance and maintain records.
8. Work well with others.
9. Repair various mailing machines and related equipment.
10. Provide direction, train, and supervise small groups of employees.
11. Analyze situations and adopt an effective course of action.
12. Estimate costs.
13. Maintain records and write reports.
14. Effectively contribute to the Department's EEO program objectives.

ELIGIBLE LIST INFORMATION

A **DEPARTMENTAL OPEN** eligible list will be established for the Employment Development Department. Eligibility expires **12** months after it is established unless the needs of the services and conditions of list warrant a change in this period.

VETERANS' PREFERENCE

Veterans' Preference will be granted in this examination. Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

EQUAL EMPLOYMENT OPPORTUNITY

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.

CONTACT INFORMATION

The EDD encourages all potential applicants to read this entire bulletin. All inquiries about this examination should be directed to EDDExaminations@edd.ca.gov. Please include the examination title, **Mailing Machines Supervisor II**, in the subject line. Also, you may contact the Exam Analyst, Stephanie Mayer, at (916) 654-8634.

GENERAL INFORMATION

THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the Employment Development Department, Human Resource Services Division at (916) 654-6869, three weeks after the FINAL FILING DATE if he/she has not received a notice via email or U.S. mail.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this examination, and all candidates who pass will be ranked according to their scores.

EXAM APPLICATIONS (STD 678) are available on the Internet at <http://jobs.ca.gov/pdf/std678.pdf>

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, an ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. 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 this bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

EMPLOYMENT DEVELOPMENT DEPARTMENT
Human Resource Services Division, MIC 54
P.O. Box 826880
Sacramento, CA 94280-0001
Telephone/Exam Hotline: (916) 654-6869
Website: www.edd.ca.gov

California Relay Service for Hearing Impaired:
From TDD Phone: (800) 735-2929
From Voice Phone: (800) 735-2922

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.