



WEBFED OFFSET PRESS OPERATOR II, III, IV

Class Codes: 7331, 7332, 7333

Examination Code: 1GS16-01/02/03

Examination Type: Servicewide, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Salary Range:

Webfed Offset Press Operator II - \$4,645.00 - \$5,815.00

Webfed Offset Press Operator III - \$4,912.00 - \$6,150.00

Webfed Offset Press Operator IV - \$5,212.00 - \$6,523.00

View the [Webfed Offset Press Operator II, III, IV](#) classification specifications.

CUT-OFF DATES

Applications are accepted on a continuous basis. Applications received after the cut-off date will be processed in the next exam administration.

Cut-off dates are as follows:

March 15, 2022

June 15, 2022

September 15, 2022

December 15, 2022

Note: Applications and Qualification Assessments may be processed on a flow basis prior to the cut-off date, to meet the hiring needs of the department. Additionally, cut-off dates are subject to change or cancellation at any time. Such changes or cancellations will be in accordance with civil service laws and rules.

Please contact the Department of General Services, Examinations Unit at (916) 376-5400 if you have not received your results after four (4) weeks.

APPLICATION INSTRUCTIONS

Who Should Apply:

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

Once you have taken these examinations, you may not retake them for **twelve (12) months**.

How to Apply:

All applicants must complete and submit an [Examination / Employment Application \(STD. 678\)](#) (Application) **AND** the [Qualifications Assessment](#) found at the end of this exam bulletin.

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

You may submit your examination application package by mail to:

**Attention: Examination Unit
Office of Human Resources
Department of General Services
P.O. Box 989052
West Sacramento, CA 95798-9052**

OR submit in person at:

**Office of Human Resources
Department of General Services
707 3rd Street, 7th Floor
West Sacramento, CA 95605**

Note: If you personally deliver your Application and Qualifications Assessment, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the street address listed above.

The examination title must be indicated on the application. Resumes alone will not be accepted.

Faxed or emailed Applications and Qualifications Assessments will not be accepted.

Completed and signed exam Applications (STD. 678) **and** Qualifications Assessments must be received by the cut-off date to be considered. Application Packages received after the cut-off date will be processed in the next exam administration.

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.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATIONS

Applicants must complete and submit the Examination /Employment Application (STD. 678) **and** Qualifications Assessment. Applicants who meet the Minimum Qualifications will have their Qualifications Assessment rated.

Applicants must meet the experience/education Minimum Qualifications by the cut-off date.

Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside of California state service will count towards experience.

Qualifying experience may be combined on a proportionate basis if the Minimum Qualifications stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, applicants 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 an examination as meeting 100% of the overall experience requirement.

Applications and resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. Education information **MUST** include name of institution, course of study, semester or quarter units completed, degree (if applicable), and completion date. Applications/resumes received without this information may be rejected.

Your signature on your application indicates that you have read, understood, and possess the qualifications required.

MINIMUM QUALIFICATIONS

Webfed Offset Press Operator II

Either I

In the California state service, one year of experience equivalent to a Webfed Offset Press Operator I or Offset Press Assistant.

Or II

Two years of experience operating webfed offset press equipment.

Webfed Offset Press Operator III

Either I

In the California state service, one year of experience performing the duties of a Webfed Offset Press Operator II.

Or II

In the California state service, two years of experience performing the duties of an Offset Press Assistant.

Or III

Two years of full journey level experience operating a webfed multiunit heat set offset publication press equipped with a signature folder.

Webfed Offset Press Operator IV

Either I

In the California state service, two years of experience performing the duties of a Webfed Offset Press Operator III or Sheetfed Offset Press Operator IV.

Or II

Two years of experience as a lead press operator operating a webfed multiunit heat-set offset publication press equipped with a signature folder.

POSITION DESCRIPTIONS

Webfed Offset Press Operators are responsible for the completion of webfed offset printing undertaken by the State. Work includes receiving hard copies and/or negatives and plates, shooting negatives and further preparing the master copy; completing the assigned print jobs; proofing work; completing minor maintenance and repairs on equipment; setting up printing and finishing equipment; performing the finishing tasks needed to complete the assigned print jobs; fulfilling ancillary tasks related to reprographic work (training, maintaining logbooks and other record-keeping documents, maintaining supplies, etc.); and performing other related work. At the higher levels, incumbents are expected to serve as leadpersons over other operators and/or crews. Completion of the work is expected to adhere to safe printing and equipment practices following all precautions provided on machines and operating manuals.

EXAMINATION SCOPE

These examinations consist of the following components:

Qualifications Assessment - Weighted 100%

Candidates must attain an overall minimum score of 70% to be placed on the eligible list(s).

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the minimum qualifications will have their Qualifications Assessment rated, and successful candidates will be placed on an eligible list. **Submission of the Qualifications Assessment is mandatory.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each applicant's:

Webfed Offset Press Operator II

A. Knowledge of:

1. Basic lithography
2. Multiunit presses and their functions including delivery system, dampening system, feeding system, inking system, and printing system
3. Basic printing processes (e.g., electrostatic, photochemical, and produced image)
4. Prepress (imaging) and finishing processes
5. Printing instruments and tools
6. Use and care of blankets, rollers, offset plates, and their installation on presses
7. Types of fountain solutions on webfed presses using a lithographic process
8. Use and operation of cutting devices
9. Safety requirements applied in the operation of printing equipment and industrial workplace safety practices
10. Multiunit single stream business form or two-sided web turning offset webfed presses
11. Color and register control systems
12. Use and operation of gluing, perforating and numbering devices

B. Ability to:

1. Perform basic math calculations
2. Take accurate measurements needed for effective job performance
3. Perform mechanical tasks needed to operate equipment
4. Communicate effectively
5. Follow oral and written instructions to assure quality and quantity of production
6. Make minor mechanical adjustments and repairs
7. Maintain proper fountain solutions and registration between printing units
8. Set up and mount plates used on a multiunit webfed press
9. Operate cutting devices
10. Understand and follow basic safety and environmental regulations and practices

11. Lift and/or move up to 50 pounds
12. Stand for long periods of time
13. May shoot, strip, and layout negatives and produce printing plates
14. Operate perforating, cutting, and imprint/numbering devices

Webfed Offset Press Operator III

A. Knowledge of:

1. All of the above
2. Lead person principles
3. Setting up roll fed autosplacers and folder(s) to effect all types of signature combinations
4. Color process printing
5. Operation of an oven used for the drying of various stock when running at high speed

B. Ability to:

1. All of the above
2. Set up and mount plates used on a multiunit, publication webfed offset press
3. Operate and maintain publication webfed offset multiunit press including single and multi-stream publication webfed offset presses
4. Operate folding devices
5. Lead and instruct others

Webfed Offset Press Operator IV

A. Knowledge of:

1. All of the above

B. Ability to:

1. All of the above
2. Make adjustments on all webfed offset press equipment and do minor repairs

C. Special Personal Characteristics for Webfed Offset Press Operator II, II, IV:

1. Flexibility to adapt to changing work priorities
2. Work in a noisy environment
3. Willingness to work nights and overtime
4. Interact effectively and courteously with all levels of personnel, customers, vendors, and other parties
5. Color vision sufficient to perform the essential functions of the job

D. Additional Desirable Qualification for Webfed Offset Press Operator II, II, IV:

1. Equivalent to a twelfth grade education.

ELIGIBLE LIST INFORMATION

Servicewide, Open eligible lists for the **Webfed Offset Press Operator II, III, IV** classifications will be established for all State of California departments. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of exam date. Eligibility expires **twenty-four (24) 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, they shall be ranked in the top rank of the resulting eligible list.

Veteran's status is verified by the California Department of Human Resources (CalHR). Information on this program and the [Veterans' Preference Application Form \(CalHR 1093\)](#) is available online. Additional information on veteran benefits is available at the [Department of Veterans Affairs](#).

Career Credits will not be added to the final scores for these exams, because they do not meet the requirements to qualify for Career Credits.

PREPARING FOR THE EXAMINATION

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.

CONTACT INFORMATION

If you have questions concerning this announcement, please contact:

[California Department of General Services](#)

Office of Human Resources – Examination Unit

707 3rd Street, 7th Floor

West Sacramento, CA 95605

Phone: (916) 376-5400

Email: Exams@dgs.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.

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 workplace. 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 these examinations, which are competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take these test(s), and all candidates who pass will be ranked according to their score.

The Department of General Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which these examinations were planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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-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) service-wide 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 from one to four years unless otherwise stated on this bulletin.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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 candidate 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.



Qualifications Assessments

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GENERAL INSTRUCTIONS

READ INSTRUCTIONS CAREFULLY

These Qualifications Assessments are the examinations for the Webfed Offset Press Operator II, III, IV classifications. These examinations provide you the opportunity to demonstrate your knowledge and experience in a variety of areas.

The information you provide will be rated based on objective criteria created by Subject Matter Experts. The ratings are used to determine your final scores in these examinations. If successful, your name will be placed onto the eligible list(s). The list(s) will be used by Department of General Services to fill existing positions. A “Conditions of Employment” form is included to allow you to select the location(s) and time base(s) you are interested in working.

It is required that you personally complete this examination accurately and without assistance. This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score. Additional instructions are provided on the following pages.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Qualifications Assessment 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 eligible list / certification list
- Loss of State employment
- Loss of rights to compete in any future state examination

EXAMINATION DOCUMENTS

The Qualifications Assessment Package consists of the following:

- Complete the State of California [Examination / Employment Application \(STD. 678\)](#) and be sure to sign and date the application. Refrain from writing “see resume” under the duties performed on the application.
- Your completed Qualifications Assessment.
- All documents required for completion: Candidate Information, Prior State Employment Information, Conditions of Employment, and signed Affirmation Statement.
- Any supporting documentation to meet the minimum qualifications (see bulletin for Minimum Qualifications). For example, if you meet the Minimum Qualifications with education, you must include a copy of your diploma and/or official transcript(s). A copy of the official marked transcript is sufficient. The seal may be broken on the envelope upon your receipt of your transcript.

If any of the above-mentioned documents are not completed and/or submitted, you may be disqualified from this examination.

MAILING INSTRUCTIONS

You may mail or deliver in person your completed Qualifications Assessment Examination Package to the following address:

Attention: Examination Unit
Office of Human Resources
Department of General Services
PO Box 989052
West Sacramento, CA 95798-9052

OR submit in person at the following address:

Attention: Examination Unit
Office of Human Resources
Department of General Services
707 3rd Street, 7th Floor
West Sacramento, CA 95605

Note:

- Qualifications Assessment Packages postmarked, personally delivered, or received via interoffice mail **after** the cut-off date will be processed in the next exam administration.
- Make sure your envelope has **adequate postage**, if submitting via mail.
- Facsimiles (FAXES) OR email copies will **NOT** be accepted under any circumstances.
- Keep a photocopy of your completed Qualifications Assessment Package for your records.

CANDIDATE INFORMATION

Printed Name: _____

Social Security Number: _____

Home Telephone Number: _____

Work Telephone Number: _____

Email Address: _____

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 the result of disciplinary proceedings. IF THIS DOES NOT APPLY TO YOU, please skip this section.

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

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

☐ **YES**

☐ **NO**

EXPERIENCE QUALIFICATIONS ASSESSMENT

START THE QUALIFICATIONS ASSESSMENT HERE

Read each statement carefully and select the option that best relates to your experience. Your experience includes your education, training courses, and/or work experience (paid or not paid).

1. Examine job ticket to determine press operating time, quantity to be printed, stock specifications, and special printing instructions to produce the finished product.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

2. Ensures supplies and materials are available before initiating the “make ready process.”

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

3. Enter data from the job ticket into a computer to track the costs, proficiency, time, location, operator, and operation.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

4. Wash up offset/imprint units to attain appropriate color.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

5. Mount offset plates on the appropriate cylinders to begin running “make ready process.”

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

6. Fill Ink fountains with the appropriate ink color.
- A. Select one that best relates to the length of your experience performing this task:**
- ☐ 24 or more months
 - ☐ 12 to 23 months
 - ☐ 0 to 11 months
- B. Select one that best relates to how often you performed this task:**
- ☐ Daily and/or Weekly
 - ☐ Monthly and/or Quarterly
 - ☐ Semi-Annually/Annually
 - ☐ Never
7. Set Ink fountain for plates to ensure proper ink coverage to distinguish color, shade, and tint for the image.
- A. Select one that best relates to the length of your experience performing this task:**
- ☐ 24 or more months
 - ☐ 12 to 23 months
 - ☐ 0 to 11 months
- B. Select one that best relates to how often you performed this task:**
- ☐ Daily and/or Weekly
 - ☐ Monthly and/or Quarterly
 - ☐ Semi-Annually/Annually
 - ☐ Never
8. Adjust ink and water balance to achieve quality color printing.
- A. Select one that best relates to the length of your experience performing this task:**
- ☐ 24 or more months
 - ☐ 12 to 23 months
 - ☐ 0 to 11 months
- B. Select one that best relates to how often you performed this task:**
- ☐ Daily and/or Weekly
 - ☐ Monthly and/or Quarterly
 - ☐ Semi-Annually/Annually
 - ☐ Never

9. Remove and/or add sheeter/folder/roll-to-roll (3 possible configurations for form presses) delivery to change the configuration of the press.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

10. Change roll stock to support the size, coating, weight, and color.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

11. Re-web (lead the paper on a different path) the substrate (paper) through the press to ensure proper printing and tension of the substrate.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

12. Check impression cylinders for appropriate pressure to correct ink transfer from the blanker cylinder to substrate.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

13. Initiate the “running make ready” (press is running) to properly position the image on the paper.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

14. Set up the processing units (file hole punches, teletype/marginal/line hold punches, cross or rotary perforations, cir-cuts, slitters, numbering machines/pad markers, and perforation or cross irons) to customize the specifications.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

15. Set up sheeter unit (attach to press, pull wheels, belts, shingle, jogger/stacker/pile height, and gear change) to customize the specifications.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

16. Set up folder (attach to press, level, leans, spirals, beaters, chute, pull wheels, batcher, timing, and correct fold size) to customize the specifications.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

17. Set up roll-to-roll (install core(s), and sheet length/stretch) to customize the specifications.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

18. Finalize the “final running make ready” to verify the positioning is within the acceptable standards.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

19. Prepare reports (stock report, load tags, chemical usage report, logic time card report, rejection report, and spoilage/waste report) to keep track of all areas of responsibilities.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

20. Troubleshoot printing problems (mechanical, ink, paper, fountain solution, tension, blankets, plates, rollers, bearings, and chemical) to ensure the quality of the product.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

21. Maintain offset press equipment and accessories (check gear box oil level, grease, oil, change out blankets, set/replace rollers, check bearer pressure, change out dyes, replace pull wheels, and maintain fountain solutions).

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

22. Perform clean up duties (clean out ink fountain, clean pan rollers, clean out water trays and tanks, impression cylinders, blankets, idler rollers, ink rollers/cuffs, side frames, wipe shafts in processing unit, and anvils) to maintain offset press.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

23. Practice safe printing and equipment use in the performance of all tasks.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

24. Report and make recommendations on major repairs to offset press equipment.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

25. Communicate and understand general and verbal instructions.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never



IF YOU ARE ONLY TAKING THE WEBFED OFFSET PRESS OPERATOR II EXAMINATION, YOU HAVE COMPLETED THE EXAMINATION. SKIP STATEMENTS #26 - #45. GO TO PAGE 20 AND 21 AND COMPLETE THE CONDITIONS OF EMPLOYMENT AND THE AFFIRMATION STATEMENT.

IF YOU ARE ALSO TAKING THE WEBFED OFFSET PRESS OPERATOR III AND/OR IV EXAMINATIONS, CONTINUE TO THE NEXT PAGE AND START WITH STATEMENT #26.

26. Set up and operate webfed offset printing press to print single and multicolor copy from lithographic plates.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

27. Install and lock plates and/or blankets into position, using hand tools to initiate the “make ready” process.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

28. Measure packing thickness using micrometer and inserts packing sheets on plate cylinder.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

29. Bend and mount plates for all offset presses using various plate registration systems or benders.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

30. Oversee crew to ensure that the ink and dampening solution fountains are maintained with appropriate mixes as required to keep press operating.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

31. Set and position various cross and running perforations on various offset presses.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

32. Set up trim system on various offset presses.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

33. Apply packing sheets to blanket cylinder to build up blanket thickness to achieve pressure required for printing.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

34. Adjust offset press throughout production run to maintain specific registration, color, density, fold, and cut off.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

35. Monitor printing job quality through the press run with the aid of the press crew.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

36. Direct crew to maintain offset press equipment and accessories (check gear box oil lever, grease, oil, change out blankets, set/replace rollers, check bearer pressure, and maintain fountain solutions) in accordance with manufacturer's specifications.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

37. Make minor repairs to keep offset press running efficiently.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

38. Direct crew to perform clean up (clean out ink fountain, clean pan rollers, clean out water trays and tanks, impression cylinders, blankets, idler rollers, ink rollers/cuffs, side frames, and clean delivery) to maintain offset press.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

39. Ensure that crew is following safe printing practices and wearing personal protective equipment in the performance of all tasks (gloves, goggles, and earplugs).

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never



IF YOU ARE ONLY TAKING THE WEBFED OFFSET PRESS OPERATOR II AND III EXAMINATIONS, YOU HAVE COMPLETED THE EXAMINATIONS. SKIP STATEMENTS #40 - #45. GO TO PAGE 20 AND 21 AND COMPLETE THE CONDITIONS OF EMPLOYMENT AND THE AFFIRMATION STATEMENT.

IF YOU ARE ALSO TAKING THE WEBFED OFFSET PRESS OPERATOR IV EXAMINATION, CONTINUE TO PAGE 18 AND COMPLETE STATEMENTS #40 - #45 AND THE CONDITIONS OF EMPLOYMENT AND THE AFFIRMATION STATEMENT BELOW.

40. Monitor the work of offset press assistants to ensure the quality, quantity, and timeliness meet the standards.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

41. Analyze and evaluate the level of service provided to customers/clients performed by the work unit or division.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

42. Provide on-the-job training to staff in the operation and maintenance of webfed presses and related equipment.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

43. Adjust controls to regulate flow of ink and dampening solution to plate cylinder.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

44. Oversee and direct crew to ensure webfed press operation methods are proper by using various web controls (tension controls, cut offs, web guides, and web detectors).

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

45. Apply packing sheets to blanket cylinder to build thickness to achieve pressure for printing in accordance with manufacturer's specifications.

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

- ☐ 24 or more months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

B. Select one that best relates to how often you performed this task:

- ☐ Daily and/or Weekly
- ☐ Monthly and/or Quarterly
- ☐ Semi-Annually/Annually
- ☐ Never

**THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT.
PLEASE COMPLETE THE CONDITIONS OF EMPLOYMENT AND AFFIRMATION
STATEMENT BELOW.**

CONDITIONS OF EMPLOYMENT

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

TYPE OF APPOINTMENT YOU WILL ACCEPT

Select one box only next to the type of employment you will accept. Select **(A)** if you are willing to accept any type of employment.

- ☐ **(A) Permanent or Limited Term – Full Time, Part Time, or Intermittent**
- ☐ **(C) Permanent or Limited Term – Full Time Only**
- ☐ **(M) Permanent or Limited Term – Part Time or Intermittent Only**
- ☐ **(D) Permanent Only – Full Time Only**
- ☐ **(K) Limited Term Only – Full Time Only**
- ☐ **(R) Permanent – Part Time or Intermittent OR Limited Term – Full Time, Part Time, or Intermittent**

If you receive an appointment other than Permanent - Full Time, your name will continue to be considered for Permanent - Full Time positions.

LOCATION(S) YOU ARE WILLING TO WORK

Select the location where you wish to establish eligibility. If you fail to indicate a location, your eligibility will be established for the location nearest to the address listed on your application.

☐ **(3400) Sacramento County**

☐ **(5700) Yolo County**

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

After list release, successful candidates may update any address and/or availability for employment preference information by accessing their [CalCareer Account](http://www.calcareers.ca.gov) (www.calcareers.ca.gov) on the California Department of Human Resources (CalHR) website or by notifying Department of General Services at the following address:

Attention: Examination Unit
Office of Human Resources
Department of General Services
707 3rd Street, 7th Floor
West Sacramento, CA 95605
(916) 376-5400

AFFIRMATION STATEMENT

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand the information provided by me on this Qualifications Assessment AND the Examination Application (STD. 678) is true and correct 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 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. Your signature on your application indicates you have read, understood, and possess the qualifications requires.

It is a violation of Government Code Section 18935 “to practice any deception or fraud” on your application, on this Qualifications Assessment, or any other documentation you submit to obtain state employment eligibility.

SIGNATURE:

PRINTED NAME:

DATE:

THIS COMPLETES THE QUALIFICATIONS ASSESSMENT PACKAGE.