

**CALIFORNIA DEPARTMENT OF INSURANCE
HUMAN RESOURCES MANAGEMENT DIVISION
QUALIFICATIONS ASSESSMENT FOR:**

PROPERTY CONTROLLER II

GENERAL INSTRUCTIONS

Read instructions carefully

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for Property Controller II with the California Department of Insurance (CDI). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed onto an eligible list. The list will be used by CDI statewide to fill existing positions. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time base 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.

1. Additional instructions are provided on the following pages.
2. This examination enables you to apply for the Property Controller II classification. If successful, your name will be placed on an eligible list.
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 Property Controller II. You must ensure you have addressed each of the following areas:

- Candidate Information (page 2)
- Prior State Employment Information (page 2)
- Conditions of Employment (page 2)
- Address or Availability for Employment Changes (page 3)
- Minimum Qualifications (page 3)
- Work Experience (pages 4 and 5)
- Knowledge, Skill, and Ability Assessment (pages 6 and 7)
- Preparation for Hiring Interview (page 8)
- Qualifications Assessment Return and Mailing Procedures (page 8)
- Affirmation Statement (page 8)

**YOUR COMPLETED QUALIFICATIONS ASSESSMENT MUST INCLUDE YOUR ORIGINAL
SIGNATURE**

CANDIDATE INFORMATION

Name: _____

Social Security Number: _____

Address: _____

Home Telephone Number: _____

Work Telephone Number: _____

E-mail 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 a result of disciplinary proceedings. **IF THIS DOES NOT APPLY TO YOU**, please mark the "Not Applicable" box below and continue to the next section.

State Personnel Board, 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	<input type="checkbox"/> NOT APPLICABLE
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CONDITIONS OF EMPLOYMENT FOR CALIFORNIA DEPARTMENT OF INSURANCE

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

Note: Positions are not available at all locations. Please refer to the official examination bulletin for information regarding current available positions and their locations.

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

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 Part-Time (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.

LOCATION(S) YOU ARE WILLING TO WORK:

3400 SACRAMENTO, CA.

3800 SAN FRANCISCO, CA.

1900 LOS ANGELES, CA.

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

Please notify the California Department of Insurance (CDI) promptly of any address changes or availability for employment changes at the following address:

California Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA. 95814
Attn: Rebecca Doctolero

MINIMUM QUALIFICATIONS

Pattern I

Experience: One year of experience in the California state service performing the duties of Property Controller I.

Or Pattern II

Two years of experience inventorying and maintaining property and equipment control records in the California state service. (Experience below the level of Office Assistant II is not considered qualifying.)

Or Pattern III

Three years of experience inventorying and maintaining control records for a wide variety of property and equipment or expendable storekeeping items.

WORK EXPERIENCE

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by making one option from the scale(s) provided.

Under "Work Experience," for items #1 - #16, please indicate:

Length of Experience:

- 4 = Over 3 years of experience performing this task
- 3 = Over 1 to 3 years of experience performing this task
- 2 = 1 year or less experience performing this task
- 1 = No experience performing this task

Frequency at which the task was performed:

- 4 = Daily/Weekly
- 3 = Monthly/Quarterly
- 2 = Semi-Annual/Annual
- 1 = Never

Performed task within last 5 years:

- 2 = yes
- 1 = no

<p>Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by making one option from the scale(s) provided.</p> <p>Under "Work Experience," for items #1 - #16, please indicate:</p> <p>Length of Experience:</p> <ul style="list-style-type: none"> 4 = Over 3 years of experience performing this task 3 = Over 1 to 3 years of experience performing this task 2 = 1 year or less experience performing this task 1 = No experience performing this task <p>Frequency at which the task was performed:</p> <ul style="list-style-type: none"> 4 = Daily/Weekly 3 = Monthly/Quarterly 2 = Semi-Annual/Annual 1 = Never <p>Performed task within last 5 years:</p> <ul style="list-style-type: none"> 2 = yes 1 = no 	Length of Experience	Frequency	Performed task within last 5 years
1. Maintain the physical security of evidence and restrict access to the evidence room.			
2. Establish and supervise the maintenance of property accounts and records of location of property utilizing various tracking methods for the division/branch in accordance with departmental policy and procedures.			
3. Develop improvements in property accounting procedures.			
4. Instruct others in the methods of property accounting.			
5. Receive, label, assign asset numbers, bar code and track new equipment using database software and standard forms in compliance with policies and procedures.			
6. Coordinate and distribute property to designated regional offices.			
7. Release property to authorized units and individuals in accordance with policies and procedures.			
8. Issue or transfer equipment to authorized individuals as requested using database software to track movement in compliance with policies and procedures.			
9. Inform employees receiving property of their responsibility and liability for the property.			
10. Recommend transfers of property to increase utilization or efficiency.			
11. Create property reports for incoming/outgoing equipment to document and update inventory using standard forms, databases, and procedures.			
12. Ensure equipment items being shipped/received have property receipt items listed accurately.			
13. Notify vendor of any damaged equipment received.			
14. Assist in departmental audits and inspections of multiple regional offices.			
15. Maintain records of inspections.			
16. Inventory equipment in collaboration with others to ensure proper tracking and recording of items and generate inventory reports using database software and visual inspections in accordance with standard departmental inventory policies and procedures.			

WORK EXPERIENCE (CONTINUED)

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by making one option from the scale(s) provided.

Under "Work Experience," for items #17 - #31, please indicate:

Length of Experience:

- 4 = Over 3 years of experience performing this task
- 3 = Over 1 to 3 years of experience performing this task
- 2 = 1 year or less experience performing this task
- 1 = No experience performing this task

Frequency at which the task was performed:

- 4 = Daily/Weekly
- 3 = Monthly/Quarterly
- 2 = Semi-Annual/Annual
- 1 = Never

Performed task within last 5 years:

- 2 = yes
- 1 = no

	Length of Experience	Frequency	Performed task within last 5 years
17. Review inventories and property records to identify discrepancies using inventory spreadsheets and databases at the request of management.			
18. Maintain inventory reports documenting property, supplies, etc. to ensure record accessibility in accordance with filing procedure.			
19. Update databases for all office equipment.			
20. Determine the condition and recommend proper disposition of equipment and property requiring repair, salvage, or disposal.			
21. Prepare, process, and document equipment to be surveyed.			
22. Coordinate the Department's statewide surplus property program, transferring, repurposing, or disposing of major and minor sensitive property.			
23. Coordinate and perform complex property control functions, providing guidance to the property controllers in three headquarter offices and nine regional offices.			
24. Assist departmental staff with completion of survey reports.			
25. Coordinate approval of survey reports from appropriate members of the Department Property Survey Board.			
26. Maintain an accurate inventory of records stored in-house as well as at off-site locations.			
27. Conduct interviews to fill positions that report directly to Property Controller II.			
28. Prepare and review subordinate staff's assignments and projects for accuracy and timeliness.			
29. Act as lead person for lower level clerical/technical staff.			
30. Train and develop new employees.			
31. Move supplies, equipment, or furniture not to exceed 50 pounds per person.			

KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by making one option from the scale(s) provided.

For items #1 – #16, please rate your Knowledge, Skill, or Ability (KSA) by indicating the number that best describes your level of KSA for each of the following areas.

Definition of Levels:

4 = **Extensive Knowledge, Skill, or Ability:** I have applied this KSA in an actual setting while performing a job without supervision.

3 = **Moderate Knowledge, Skill, or Ability:** I have applied this KSA to perform this task, but may require general supervision.

2 = **Limited Knowledge, Skill, or Ability:** I have education or training relevant to this KSA, but have not applied it to an actual job.

1 = **No Knowledge, Skill, or Ability:** I have no experience, education or training relevant to this KSA.

1. Knowledge of methods and practices used in recording, inspecting, maintaining, issuing, conducting inventory, accounting for and disposing of property in accordance with policies and procedures.	
2. Knowledge of types of property used in the Department.	
3. Knowledge of principles of effective supervision and training related to property control tasks.	
4. Knowledge of Property Accounting section of the California State Administrative Manual (CSAM) to ensure compliance.	
5. Knowledge of the risks associated with substandard evidence practices.	
6. Knowledge of the proper use of English spelling and grammar to write forms, correspondence, and documents.	
7. Knowledge of email and calendaring software programs (e.g. Microsoft Outlook) to communicate with employees and other individuals.	
8. Knowledge of equipment database systems to enter data, locate, track, and store inventory of equipment and vehicles.	
9. Knowledge of general office procedures and methods (e.g. form filing, document retention, document submissions) to complete projects and assignments.	
10. Knowledge of warehouse management and organization to maximize efficiency.	
11. Knowledge of training methods to transfer knowledge and work related skills to other staff members.	
12. Skill to enter data correctly.	
13. Skill to conduct inventory.	
14. Ability to inspect, determine condition of, and recommend proper disposition of equipment and/or property.	
15. Ability to take an accurate inventory of scattered and diverse property.	
16. Ability to work independently to establish and/or maintain continuity of the property control system.	

KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT (CONTINUED)

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by making one option from the scale(s) provided.

For items #17 – #30, please rate your Knowledge, Skill, or Ability (KSA) by indicating the number that best describes your level of KSA for each of the following areas.

Definition of Levels:

- 4 = **Extensive Knowledge, Skill, or Ability:** I have applied this KSA in an actual setting while performing a job without supervision.
- 3 = **Moderate Knowledge, Skill, or Ability:** I have applied this KSA to perform this task, but may require general supervision.
- 2 = **Limited Knowledge, Skill, or Ability:** I have education or training relevant to this KSA, but have not applied it to an actual job.
- 1 = **No Knowledge, Skill, or Ability:** I have no experience, education or training relevant to this KSA.

17. Ability to conduct audits of property and inventory to ensure compliance with procedures and policies.	
18. Ability to train others on property and equipment control and distribution in line with the Department's, CSAM, and Department of General Services (DGS) policy.	
19. Ability to read English at a level required for successful job performance.	
20. Ability to write English at a level required for successful job performance.	
21. Ability to communicate in writing using proper spelling, grammar, and sentence structure in assignments or forms.	
22. Ability to effectively communicate information and ideas (written and orally) in order for others to understand.	
23. Ability to communicate effectively, in a courteous and professional manner, with a variety of individuals (e.g., staff, vendors) in order to exchange information and/or assign or accept work.	
24. Ability to understand instructions both in written and verbal forms to complete assignments.	
25. Ability to establish and maintain cooperative professional working relationships in a stressful, fast-paced environment.	
26. Ability to act in a professional manner to establish and maintain an effective working relationship with clients of various levels in the department, general public and other state departments and public entities to gain cooperation and/or to respond to inquiries.	
27. Ability to exercise a high degree of initiative and independence in performing assigned tasks with a cooperative professional attitude and commitment to teamwork.	
28. Ability to make numerical calculations (e.g. addition, subtraction, multiplication, division) to ensure accurate accounts of property and complete assignments.	
29. Ability to analyze situations accurately and take effective action to prevent potential situations/problems.	
30. Ability to evaluate circumstances and facts in an accurate manner to determine appropriate solutions and make appropriate recommendations for action.s.	

KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT (CONTINUED)

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by making one option from the scale(s) provided.

For items #31 - #42, please rate your Knowledge, Skill, or Ability (KSA) by indicating the number that best describes your level of KSA for each of the following areas.

Definition of Levels:

- 4 = **Extensive Knowledge, Skill, or Ability:** I have applied this KSA in an actual setting while performing a job without supervision.
- 3 = **Moderate Knowledge, Skill, or Ability:** I have applied this KSA to perform this task, but may require general supervision.
- 2 = **Limited Knowledge, Skill, or Ability:** I have education or training relevant to this KSA, but have not applied it to an actual job.
- 1 = **No Knowledge, Skill, or Ability:** I have no experience, education or training relevant to this KSA.

<p>31. Ability to handle sensitive and confidential issues and materials.</p> <p>32. Ability to read and interpret technical documents such as manuals, rules, regulations, and policies to learn new information or ensure compliance.</p> <p>33. Ability to accurately count, track, and compare information to complete inventory, identify discrepancies, and maintain storage areas.</p> <p>34. Ability to use Microsoft Office applications (e.g., Word, Excel) to gather, structure, track, create statistical reports, and organize information.</p> <p>35. Ability to document distributed, received, and disposed property using inventory records and databases.</p> <p>36. Ability to supervise and/or direct the work of others to ensure completion of assigned tasks (e.g., coordination of physical inventories, office moves, storage of equipment property, stock items).</p> <p>37. Ability to operate office equipment (e.g., copiers, personal computers, calculators).</p> <p>38. Ability to work independently and prioritizing time to complete assignments within established deadlines.</p> <p>39. Ability to be flexible in adapting to changes in priorities, work assignments, and other interruptions which may impact pre-established courses of action for completing projects and assignments.</p> <p>40. Ability to train staff on property control and evidence functions.</p> <p>41. Ability to maintain sufficient strength, agility, and endurance to perform daily tasks.</p> <p>42. Ability to lift evidence and/or property up to 50 pounds (e.g., archive storage boxes, computers, printers, small business equipment) when securing, handling, and placing equipment, evidence, and/or supplies.</p>	
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PREPARATION FOR HIRING INTERVIEW

If you are successful in this examination and called for a hiring interview, you will be asked to supply transcripts of your college course work, proof of degree(s) received and any credential(s) that may be applicable. Additionally, you may be asked to supply supplemental documentation to verify your responses in this examination. It is strongly recommended that you assemble transcripts and licenses in advance to expedite the process.

QUALIFICATIONS ASSESSMENT RETURN AND MAILING PROCEDURES

Do not attach any additional documents to this Qualifications Assessment or send any forms/documents in advance as additional documents will not be rated. This Qualifications Assessment will account for 100% of the weight of your examination for this classification. **You may mail or deliver in person the completed Qualifications Assessment to the following address:**

California Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA. 95814
Attn: Rebecca Doctolero

NOTE:

- Be sure your envelope has **adequate postage** when submitting via mail.
- Facsimiles (FAX)/PDF copies will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

AFFIRMATION STATEMENT

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 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.

SIGNATURE: _____

DATE: _____

NAME (PRINTED): _____

THIS COMPLETES THE QUALIFICATIONS ASSESSMENT