



Property Controller I

Exam Code: 4HP16

Department: State of California

Exam Type: Servicewide, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Property Controller I – Range A - \$3,749 - \$4,695 per month

Range L - \$3,860 - \$4,836 per month

View the **Property Controller I** classification specification at [Property Controller I Consolidated Series - CalHR](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous, application packages will be processed monthly.

The Year 2024 Cut-Off Dates Will Be:

- **March 6, 2024**
- **April 3, 2024**
- **May 1, 2024**
- **June 5, 2024**
- **July 3, 2024**
- **August 7, 2024**
- **September 4, 2024**
- **October 2, 2024**
- **November 6, 2024**
- **December 4, 2024**

Applications (STD. 678, Examination / Employment Application, Rev. 12-21 or later) must be **POSTMARKED** no later than the cut-off date. Applications postmarked or personally delivered after the cut-off date will be held for the next administration of the examination. **Application packages will be processed monthly.**

NOTE: Dates printed on Mobile Bar Codes, such as Quick Response (QR) Codes available at the United States Postal Service, are not considered Postmark dates for the purpose of determining timely filing of an application. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked.

Who Should Apply:

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

Once you have taken this examination, you may not retake it for **six (6)** months.

How To Apply:

To apply for this examination, you must submit a complete application package to the address indicated below. To obtain copies of the Employment Application and Training & Experience Examination and signed Affirmation Statement, go to the links below.

- **Examination / Employment Application (STD. 678)**
<https://jobs.ca.gov/pdf/STD678.pdf>
- **Training & Experience Examination and signed Affirmation Statement**
<https://www.chp.ca.gov/CHPCareersSite/Documents/PropertyControllerI.pdf>

NOTE: Applicants may have only one active application in process at a time.

Submit application packages to:

California Highway Patrol
Selection Standards and Examinations Section
P. O. Box 942898
Sacramento, CA 94298-0001

OR application packages may be hand delivered during regular business hours (8:00 a.m. to 5:00 p.m.) to the following location:

California Highway Patrol
Selection Standards and Examinations Section
601 North 7th Street
Sacramento, CA 95811

NOTE: Submission of the Criminal Record Supplemental Questionnaire is not required with applications for examination.

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) OR TO A LOCAL CALIFORNIA HIGHWAY PATROL OFFICE. AT THIS TIME, THE CALIFORNIA HIGHWAY PATROL DOES NOT ACCEPT APPLICATIONS FOR EXAMINATIONS ONLINE.

FAXED OR E-MAILED APPLICATION PACKAGES WILL NOT BE ACCEPTED. APPLICATION PACKAGES POSTMARKED AFTER THE CUT-OFF DATE OR RECEIVED AFTER 5:00 P.M. ON THE CUT-OFF DATE WILL BE HELD FOR THE NEXT ADMINISTRATION OF THE EXAMINATION.

NOTE: All application (STD. 678) forms must include: employment history “from” and “to” dates (month/day/year); hours per week; title/job classification; and duties performed. Application (STD. 678) forms received without this information will be rejected. Résumés or other documents will not be accepted in lieu of a completed application (STD. 678) form.

Special Testing Arrangements:

Applicants with a disability who are requesting special testing arrangements due to a verified disability or medical condition, shall mark the appropriate box in item number 10 on the application. Applicants will be contacted regarding specific arrangements.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements by the cut-off date 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.

Property Controller I

Qualifying experience may be combined on a proportionate basis if the requirements stated below 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 an examination as meeting 100% of the overall experience requirement.

Either I

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

Or II

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

POSITION DESCRIPTION

Property Controller I

Property Controllers I are responsible for the operation of a complete property control system. This class is normally used in departments, institutions, or districts having an approximate minimum of 2,000 property items and an annual total of approximately 300 property acquisitions, transfers, and surveys. Property Controllers I may work independently or supervise a small clerical staff, depending upon the size and complexity of the property accounting function. The larger and more complex property control units are normally assigned to Property Controllers II and Property Inspectors.

EXAMINATION INFORMATION

This examination consists of the following component:

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

All candidates who meet the requirements for admittance to this examination will be required to complete a Training & Experience Examination. The information on the Training & Experience Examination will be used to assess, on a competitive basis, each candidate's relevant training and experience. The Training & Experience Examination will be evaluated by using a predetermined rating criteria. In order to obtain a position on the eligible list, a minimum score of 70% must be attained. **Competitors who do not complete the Training & Experience Examination will be eliminated from the examination.**

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

Knowledge of:

- Office procedures to complete tasks efficiently and on time.
- Electronic records (e.g., spreadsheets, databases) to ensure successful job performance.

Skill in:

- Making arithmetical calculations to ensure the accuracy of inventory.

Ability to:

- Read English at a level required for successful job performance.
- Write English at a level required for successful job performance.
- Reconcile inventories with control accounts to ensure the accuracy of inventory.
- Speak effectively for successful job performance.
- Write effectively for successful job performance.

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Property Controller I classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **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, he or she shall be ranked in the top rank of the resulting eligible list.

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

This is an open examination. Career credits do not apply.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

PREPARING FOR THE EXAMINATION

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

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

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

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

TAKING THE EXAMINATION

To apply for this examination, you must submit a complete application package to the address indicated on this bulletin.

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

California Highway Patrol
Selection Standards and Examinations Section
601 North 7th Street
Sacramento, CA 95811
Phone: (916) 843-3820

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, reproductive health decision-making, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

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

GENERAL INFORMATION

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

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in

this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

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

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

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