

STATE OF CALIFORNIA

Training & Experience Examination Instructions

EXAMINATION INFORMATION

All parts of this examination belong to the California Highway Patrol

HOW TO COMPLETE YOUR TRAINING & EXPERIENCE EXAMINATION

- Read the instructions on the Training & Experience Examination carefully before you begin.
- Please note that your overall score will be determined solely by the information you provide on this Training & Experience Examination. Information on your application will not be used to determine your final score.
- Please utilize the checklist below to complete the 4 sections in the examination.

☐ Section 1: Employment/Education Verification

- Provide any previous and current Employment and/or Education information.
- Use the Employment/Education Verification information to complete Section 2.

☐ Section 2: Task Ratings

- EXPERIENCE/EDUCATION column: Using the Experience/Education rating scale identify the corresponding number for the amount of time, based on your experience and/or education that you have performed the item, and write that number in the Experience/Education box. Please complete this for each item.
- FREQUENCY column: Using the Frequency rating scale, identify the corresponding number of times you have performed the item, and write the number in the Frequency box. Please complete this for each item.
- VERIFICATION column: Mark the “Emp” and “Edu” boxes that match your employment and/or education listed in **Section 1: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).
 - Ensure you have marked at least one box for each item in the Verification column.
 - Make sure the Verification column is marked correctly for the Employment/Education you indicated.

ITEM	EXPERIENCE/EDUCATION SCALE I have performed this task for: 4 – I have more than 12 months of job experience performing this task. 3 – I have between 6 and 12 months of job experience performing this task. 2 – I have between 3 and 6 months of job experience performing this task. 1 – I have minimal job experience performing this task 3 months or less. 0 – I do not know how to do this task and have never done it.	FREQUENCY SCALE I have performed this task: 4 – More than 30 times 3 – At least 21-30 times 2 – At least 11-20 times 1 – At least 1-10 times 0 – 0 times	EXPERIENCE/EDUCATION	FREQUENCY	VERIFICATION Employment (Emp)/ Education (Edu)	
1.	Develop Human Resources training curriculum (e.g. classification & pay, exam development, survey) to ensure a comprehensive class using Power Point, manuals, and handouts.		2	2	<input checked="" type="checkbox"/> Emp A <input type="checkbox"/> Emp B <input type="checkbox"/> Emp C <input type="checkbox"/> Emp D <input type="checkbox"/> Emp F <input type="checkbox"/> Emp F	<input type="checkbox"/> Edu A <input type="checkbox"/> Edu B <input type="checkbox"/> Edu C <input type="checkbox"/> Edu D
2.	Develop training exercises utilizing books, team building concepts, fill-in-the-blanks, and question/answer exercises in order to assist the students comprehend the materials.		2	2	<input checked="" type="checkbox"/> Emp A <input type="checkbox"/> Emp B <input type="checkbox"/> Emp C <input type="checkbox"/> Emp D <input type="checkbox"/> Emp F <input type="checkbox"/> Emp F	<input checked="" type="checkbox"/> Edu A <input type="checkbox"/> Edu B <input type="checkbox"/> Edu C <input type="checkbox"/> Edu D

STATE OF CALIFORNIA
Training & Experience Examination Instructions

☐ **Signature**

- Failure to include an original signature on page 4 of the examination may result in disqualification.

NOTE: INCORRECT MARKS OR BLANK RESPONSES WILL NOT BE SCORED AND MAY AFFECT YOUR OVERALL SCORE OR RESULT IN DISQUALIFICATION FROM THIS EXAMINATION.

An example of how to fill out the Training & Experience Examination has been provided on the next page. Please submit your completed Training & Experience Examination, along with a State application (STD. 678, Examination / Employment Application, Rev. 12-21 or later) as follows:

Mail to:

CALIFORNIA HIGHWAY PATROL
SELECTION STANDARDS AND EXAMINATIONS SECTION
P.O. BOX 942898
SACRAMENTO, CA 94298-0001

OR hand deliver during regular business hours (8:00 a.m. to 5:00 p.m.) to the following location:

Hand Deliver to:

CALIFORNIA HIGHWAY PATROL
SELECTION STANDARDS AND EXAMINATIONS SECTION
601 NORTH 7TH STREET
SACRAMENTO, CA 95811

Training Program Specialist

Training & Experience Examination

Read instructions carefully

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The Training Program Specialist examination consists of a Training & Experience Examination used to evaluate your education, training, and experience. The eligible list resulting from this examination process will be used by the State of California to fill existing positions.

This Training & Experience Examination will account for 100% of the weight of your examination for this classification. Therefore, please be sure to follow the instructions carefully.

Candidate's Name: John Doe

Social Security Number: 555-00-5555

Address: 1123 Mather Road, Sunny City, CA 91215

Phone Number: 123-233-4455

Section 1: Employment/Education Verification

Include any previous and current Employment and/or Education information that may apply to this examination. You will use this information to complete Section 2.

Contact may be made to confirm that you have paid or unpaid experience pertaining to the duties and requirements listed in this examination. List all Employment and/or Education information that applies.

EMPLOYMENT

Employment A

Job Title: Training Coordinator

Organization Name and Address: ABZ Corporate Agency, 123 Oak Ave., Sacramento, CA 95814

Dates Worked: From: 7/1/2010 To: 7/30/2013

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities: Dana Clark

Contact Phone Number(s) of the above Individual(s): 555-565-5656

EDUCATION

Education A

School Name and Address: University of California, Sunny City

Degree(s) Earned: Business Administration with Concentration in Communications

Date(s) Attended: From: 9/1/2005 To: 5/1/2010

Section 2: Task Ratings

Instructions:

Respond to each of the following items by indicating how the statement applies to you. You are required to respond to every item.

Using the scales (Experience/Education, Frequency, Verification) provided below, you will rate your experience performing specific job-related tasks.

In responding to each item, use the information you listed in **Section 1: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).

For items 1-2, provide responses regarding your:

- **“Experience/Education”** – Using the Experience/Education rating scale identify the corresponding number for the amount of time, based on your experience and/or education that you have performed the item, and write that number in the Experience/Education box. Please complete this for each item.
- **“Frequency”** - Using the Frequency rating scale identify the corresponding number of times you have performed the item, and write the number in the Frequency box. Please complete this for each item.
- **“Verification”** – Mark the “Emp” and “Edu” boxes that match your employment and/or education listed in **Section 1: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).
 - Ensure you have marked at least one box for each item in the Verification column.
 - Make sure the Verification column is marked correctly for the Employment/Education you indicated.

ITEM	EXPERIENCE/EDUCATION SCALE I have performed this task for: 4 – I have more than 12 months of job experience performing this task. 3 – I have between 6 and 12 months of job experience performing this task. 2 – I have between 3 and 6 months of job experience performing this task. 1 – I have minimal job experience performing this task 3 months or less. 0 – I do not know how to do this task and have never done it.	FREQUENCY SCALE I have performed this task: 4 – More than 30 times 3 – At least 21-30 times 2 – At least 11-20 times 1 – At least 1-10 times 0 – 0 times	EXPERIENCE/EDUCATION	FREQUENCY	VERIFICATION Employment (Emp)/ Education (Edu)	
1.	Develop Human Resources training curriculum (e.g. classification & pay, exam development, survey) to ensure a comprehensive class using Power Point, manuals, and handouts.	2	2		<input checked="" type="checkbox"/> Emp A <input checked="" type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F	

ITEM	EXPERIENCE/EDUCATION SCALE	FREQUENCY SCALE	EXPERIENCE/EDUCATION	FREQUENCY	VERIFICATION Employment (Emp)/ Education (Edu)	
	I have performed this task for: 4 – I have more than 12 months of job experience performing this task. 3 – I have between 6 and 12 months of job experience performing this task. 2 – I have between 3 and 6 months of job experience performing this task. 1 – I have minimal job experience performing this task 3 months or less. 0 – I do not know how to do this task and have never done it.	I have performed this task: 4 – More than 30 times 3 – At least 21-30 times 2 – At least 11-20 times 1 – At least 1-10 times 0 – 0 times				
2.	Develop training exercises utilizing books, team building concepts, fill-in-the-blanks, and question/answer exercises in order to assist the students comprehend the materials.		2	1	<input checked="" type="checkbox"/> Emp A <input checked="" type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F	

SAMPLE

GRAPHIC DESIGNER III

Training & Experience Examination

Read instructions carefully

The California civil services selection system is merit-based and eligibility for appointment is established through a formal examination process. The Graphic Designer III examination consists of a Training & Experience Examination used to evaluate your education, training, and experience. Servicewide, open eligible lists for the Graphic Designer III classification will be established for the State of California (all State of California Departments, statewide).

This Training & Experience Examination will account for 100% of the weight of your examination for this classification. Therefore, please be sure to follow the instructions carefully.

Candidate's Name: _____

Social Security Number (Optional): _____

Address: _____

Home Phone Number: _____

Work Phone Number: _____

Cellular Phone Number: _____

Section 1: Employment/Education Verification

Include any previous and current Employment and/or Education information that may apply to this examination. You will use this information to complete Section 2.

Contact may be made to confirm that you have paid or unpaid experience pertaining to the duties and requirements listed in this examination. List all Employment and/or Education information that applies.

EMPLOYMENT

Employment A

Job Title: _____

Organization Name and Address: _____

Dates Worked (mm/dd/yyyy): From: _____ To: _____

Name of Supervisor(s) or Person(s) who can verify your job responsibilities: _____

Contact Phone Number(s) of the above individual(s): _____

Employment B

Job Title: _____
Organization Name and Address: _____
Dates Worked (mm/dd/yyyy): From: _____ To: _____
Name of Supervisor(s) or Person(s) who can verify your job responsibilities: _____
Contact Phone Number(s) of the above individual(s): _____

Employment C

Job Title: _____
Organization Name and Address: _____
Dates Worked (mm/dd/yyyy): From: _____ To: _____
Name of Supervisor(s) or Person(s) who can verify your job responsibilities: _____
Contact Phone Number(s) of the above individual(s): _____

Employment D

Job Title: _____
Organization Name and Address: _____
Dates Worked (mm/dd/yyyy): From: _____ To: _____
Name of Supervisor(s) or Person(s) who can verify your job responsibilities: _____
Contact Phone Number(s) of the above individual(s): _____

Employment E

Job Title: _____
Organization Name and Address: _____
Dates Worked (mm/dd/yyyy): From: _____ To: _____
Name of Supervisor(s) or Person(s) who can verify your job responsibilities: _____
Contact Phone Number(s) of the above individual(s): _____

Employment F

Job Title: _____
Organization Name and Address: _____
Dates Worked (mm/dd/yyyy): From: _____ To: _____
Name of Supervisor(s) or Person(s) who can verify your job responsibilities: _____
Contact Phone Number(s) of the above individual(s): _____

EDUCATION

Education A

School Name and Address: _____

Degree(s) Earned: _____

Date(s) Attended (mm/dd/yyyy): From: _____ To: _____

Education B

School Name and Address: _____

Degree(s) Earned: _____

Date(s) Attended (mm/dd/yyyy): From: _____ To: _____

Education C

School Name and Address: _____

Degree(s) Earned: _____

Date(s) Attended (mm/dd/yyyy): From: _____ To: _____

Education D

School Name and Address: _____

Degree(s) Earned: _____

Date(s) Attended (mm/dd/yyyy): From: _____ To: _____

CERTIFICATION – IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING – if not signed, this examination may be disqualified.

Before a final score is determined, your responses to exam questions will be verified. An exams manager or personnel staff member may contact the individuals or educational institutions you have provided to confirm job dates, experience, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate employment and/or education information may result in a low score or disqualification from this examination.

If it is determined at any time that you have made any false or inaccurate representations in any of the information you have provided on this examination, you may be disqualified from this process, removed from the certification list(s), suffer a loss of State employment, and/or suffer a loss of the right to compete in any future State of California hiring processes. You are solely responsible for the accuracy of the responses provided.

This warning has been provided to protect your rights as a job candidate as well as the rights of the Department. Be advised that you are expected to answer truthfully and accurately.

I certify and understand that all statements I have made in this examination are true and complete to the best of my knowledge and contains no willful misrepresentation of falsifications. Failure to include original signature may result in disqualification.

Signature

Date

FILING INSTRUCTIONS:

Please submit your completed Training & Experience Examination and a State Application (STD. 678) as follows:

MAIL TO:

CALIFORNIA HIGHWAY PATROL
SELECTION STANDARDS AND EXAMINATIONS SECTION
P.O. BOX 942898
SACRAMENTO, CA 94298-0001

OR hand deliver during regular business hours (8:00 a.m. to 5:00 p.m.) to the following location:

HAND DELIVER TO:

CALIFORNIA HIGHWAY PATROL
SELECTION STANDARDS AND EXAMINATIONS SECTION
601 NORTH 7TH STREET
SACRAMENTO, CA 95811

MINIMUM QUALIFICATIONS

Each candidate must meet the minimum qualifications on his/her application by the cut-off date. If not, the candidate's application in the examination process will be rejected and his/her Training and Experience Examination will not be scored. Please ensure that your State Application (STD. 678) clearly indicates your education, experience, and licensure information reflective of the minimum qualifications for this examination process as stated below:

Either I

One year of experience in the California state service as a Graphic Designer II.

Or II

Experience: Three years of experience in concept development, consulting, page layout, drawing, photo editing, color correction, file preparation, on-line publishing, multimedia, and other mediums, **AND**

Education: Successful completion of a total of 30 semester college units with a minimum of six units in the following areas: graphic design theory, graphic computer software, and printing technology. (One year of additional experience can be substituted for one year of college.) **(NOTE: Applications must contain the following information on all courses completed: Title, semester or quarter credits, name of institution, and completion date. Evidence of completion of required course work must be attached to the application at the time of filing [i.e., copy of transcript]. Applications received without this information will be rejected.)**

Section 2: Task Ratings

Instructions:

Respond to each of the following items by indicating how the statement applies to you. You are required to respond to every item.

Using the scales (Experience/Education, Frequency, Verification) provided below, you will rate your experience performing specific job-related tasks.

In responding to each item, use the information you listed in **Section 1: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).

For items 1-12, provide responses regarding your:

- **“Experience/Education”** – Using the Experience/Education rating scale identify the corresponding number for the amount of time, based on your experience and/or education that you have performed the item, and write that number in the Experience/Education box. Please complete this for each item.
- **“Frequency”** – Using the Frequency rating scale identify the corresponding number of times you have performed the item and write the number in the Frequency box. Please complete this for each item.
- **“Verification”** – Mark the “Emp” and “Edu” boxes that match your employment and/or education listed in **Section 1: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).
 - Ensure you have marked at least one box for each item in the Verification column.
 - Make sure the Verification column is marked correctly for the Employment/Education you Indicated.

ITEM	EXPERIENCE/EDUCATION SCALE	FREQUENCY SCALE	EXPERIENCE/EDUCATION	FREQUENCY	VERIFICATION
	I have performed this task for: 4 – More than 60 months. 3 – More than 48 months and up to 60 months. 2 – More than 36 months and up to 48 months. 1 – At Least 18 months and up to 36 months. 0 – Less than 18 months.	I have performed this task: 4 – More than 30 times. 3 – At least 21-30 times. 2 – At least 11-20 times. 1 – At least 1-10 times. 0 – 0 times.			
					Employment (Emp)/ Education (Edu)

ITEM	EXPERIENCE/EDUCATION SCALE I have performed this task for:	FREQUENCY SCALE I have performed this task:	EXPERIENCE/EDUCATION	FREQUENCY	VERIFICATION Employment (Emp)/ Education (Edu)
	4 – More than 60 months. 3 – More than 48 months and up to 60 months. 2 – More than 36 months and up to 48 months. 1 – At Least 18 months and up to 36 months. 0 – Less than 18 months.	4 – More than 30 times. 3 – At least 21-30 times. 2 – At least 11-20 times. 1 – At least 1-10 times. 0 – 0 times.			
1.	Consult with departmental personnel, and on occasion non-departmental personnel in interpreting, planning, organizing, and executing high-level design for a variety of projects/programs being implemented by using applicable communication tools (e.g., virtual, in person) based on the client's needs.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
2.	Recommend design solutions (e.g., projects, presentations, reports, cost referrals, vendors) using industry standards to ensure the requirements and objectives are being met and communicated using applicable communication tools per client and departmental needs.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
3.	Manage projects in various stages of design (e.g., research, thumbnails, mock-ups, final product) per department needs using design software in accordance with industry standards and statewide guidelines.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
4.	Utilize appropriate file management process (e.g., hierarchy, naming convention) to ensure organizational consistency and efficiency per department policies and procedures.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
5.	Develop graphics for printed collateral (e.g., publications, brochures, signage) and digital media such as visual assets for web, social media, and video production using design software in accordance with industry standards and statewide guidelines.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
6.	Maintain graphics for printed collateral (e.g., publications, brochures, signage) and digital media such as visual assets for web, social media, and video production using design software in accordance with industry standards and statewide guidelines.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
7.	Utilize design software (e.g., Adobe Creative Cloud) to produce design material in accordance with industry standards and statewide guidelines.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
8.	Assist with major outreach campaigns by providing solutions and/or recommendations (e.g., written, verbal, mock-ups) for visual communications to develop and implement marketing efforts according to management requests.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F

ITEM	EXPERIENCE/EDUCATION SCALE I have performed this task for:	FREQUENCY SCALE I have performed this task:	EXPERIENCE/EDUCATION	FREQUENCY	VERIFICATION Employment (Emp)/ Education (Edu)	
	4 – More than 60 months. 3 – More than 48 months and up to 60 months. 2 – More than 36 months and up to 48 months. 1 – At Least 18 months and up to 36 months. 0 – Less than 18 months.	4 – More than 30 times. 3 – At least 21-30 times. 2 – At least 11-20 times. 1 – At least 1-10 times. 0 – 0 times.				
9.	Ensure compliance with branding guidelines (e.g., logos, color palette, typography) across department wide collateral to stay in accordance with department procedures.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F	
10.	Provide art direction to staff and/or contractors (e.g., photographers, videographers, designers) to obtain the assets needed to meet the goals of the project for client or department needs.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F	
11.	Produce print and digital materials (e.g., forms, publications, presentations) to stay in compliance with Federal and State laws and regulations (e.g., American with Disabilities Act [ADA], Web Content Accessibility Guideline [WCAG]).				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F	
12.	Present design concepts (e.g., virtual, in person) to internal and/or external stakeholders (e.g., clients, management, department personnel) to obtain feedback, inform, or gain approval for concepts and/or projects in accordance with department needs and industry practices.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F	
13.	Approve press proof (e.g., in person, virtual) to ensure accuracy, quality, and brand consistency of printed product in accordance with department needs and industry practices.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F	
14.	Prepare output files for print (e.g., fonts, images) utilizing design software to deliver press ready digital files (e.g., Portable Document Format [PDF], vector art) based on vendor specifications.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F	
15.	Prepare output files for digital publishing utilizing design software to deliver web ready digital files (e.g., Graphic Interchange Format [GIF], Portable Document Format [PDF], Joint Photographic Experts Group [JPEG]) based on vendor and/or client specifications.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F	

Section 3: Conditions of Employment

GRAPHIC DESIGNER III TRAINING & EXPERIENCE EXAMINATION CONDITIONS OF EMPLOYMENT

EXAMINATION TITLE(S)

PRINT FIRST NAME, M.I., LAST NAME

SOCIAL SECURITY NUMBER

Providing a Social Security Account Number is voluntary in accordance with the Privacy Act of 1974. (PL 93-579). If, however, the Social Security Number is not included, it will delay the processing of information which you are providing regarding your preference in working conditions.

Mark the circle next to the County or Region where you wish to work. You will not be eligible for positions in LOCATIONS not marked. If more than 16 location choices are selected, you may be considered available for work anywhere in the State.

Before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

☐ 0000 United States - If marked, no further selection is necessary.

- ☐ 0400 Butte
- ☐ 0600 Colusa
- ☐ 0800 Del Norte
- ☐ 1100 Glenn
- ☐ 1200 Humboldt

- ☐ 1700 Lake
- ☐ 1800 Lassen
- ☐ 2300 Mendocino
- ☐ 2500 Modoc
- ☐ 2900 Nevada

- ☐ 3100 Placer
- ☐ 3200 Plumas
- ☐ 4500 Shasta
- ☐ 4600 Sierra
- ☐ 4700 Siskiyou

- ☐ 5100 Sutter
- ☐ 5200 Tehama
- ☐ 5300 Trinity
- ☐ 5800 Yuba

- ☐ 0100 Alameda
- ☐ 0200 Alpine
- ☐ 0300 Amador
- ☐ 0500 Calaveras
- ☐ 0700 Contra Costa
- ☐ 0900 El Dorado
- ☐ 1000 Fresno

- ☐ 2000 Madera
- ☐ 2100 Marin
- ☐ 2200 Mariposa
- ☐ 2400 Merced
- ☐ 2700 Monterey
- ☐ 2800 Napa
- ☐ 3400 Sacramento

- ☐ 3500 San Benito
- ☐ 3800 San Francisco
- ☐ 3900 San Joaquin
- ☐ 4100 San Mateo
- ☐ 4300 Santa Clara
- ☐ 4400 Santa Cruz
- ☐ 4800 Solano

- ☐ 4900 Sonoma
- ☐ 5000 Stanislaus
- ☐ 5500 Tuolumne
- ☐ 5700 Yolo

- ☐ 1300 Imperial
- ☐ 1400 Inyo
- ☐ 1500 Kern
- ☐ 1600 Kings

- ☐ 1900 Los Angeles
- ☐ 2600 Mono
- ☐ 3000 Orange
- ☐ 3300 Riverside

- ☐ 3600 San Bernardino
- ☐ 3700 San Diego
- ☐ 4000 San Luis Obispo
- ☐ 4200 Santa Barbara

- ☐ 5400 Tulare
- ☐ 5600 Ventura

TYPE OF APPOINTMENT THAT YOU WILL ACCEPT - Please mark only one.

- ☐ A 11 Permanent or Temporary - full time, part time, or intermittent
- ☐ C 55 Permanent or Temporary - full time only
- ☐ M 44 Permanent or Temporary - part time or intermittent only
- ☐ D 58 Permanent only - full time only
- ☐ K 85 Temporary only - full time only
- ☐ R 41 Permanent - part time or intermittent OR Temporary - full time, part time, or intermittent

