



## **Training and Experience Evaluation Seismology Instrument Technician I**

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the hiring process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

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Number of Questions:

Seismological Instrument Technician I: 1 – 5

To answer all the test items (task statements) in this exam, you will be required to either choose from among the provided answers, or to enter (type in) specific information about your experience and your formal training. Work references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your training. Providing the type of or formal training courses will also be necessary to complete this examination.

### **Verification of References**

Before a hiring decision will be made, your responses may be verified. A hiring manager or personnel staff member may contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.



Department of Conservation

**Human Resources Office**

801 K Street • MS 22-13

Sacramento, CA 95814

(916) 322-7685 • FAX (916) 445-5130

Instructions for the Training and Experience Evaluation:

**Be sure to read the official examination bulletin for complete instructions on how to apply for the examination. Instructions listed here refer to filling out the Training and experience examination only. Additional materials may be required to be successful in the examination process.**

Respond to each of the following task statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer and/or FORMAL TRAINING COURSES you have completed.

Any information not provided in this document can be counted as an incomplete answer and may not be scored.

Limited your responses to the space provided, additional responses or responses that reference an application or resume will not be score.

When finished with the examination, print the completed package with signature and mail or hand deliver to the address listed below:

By Mail:  
Department of Conservation  
Human Resources Office  
801 K Street, MS 22-13  
Sacramento, CA 95814

In Person:  
Department of Conservation  
Human Resources Office  
801 K Street, 22<sup>nd</sup> Floor  
Sacramento, CA 95814

California Department of Conservation **cannot** accept faxed or emailed applications at this time.

PLEASE NOTE: This examination is designed to gain an overall assessment of your training and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is not required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.



**Task 1:**

**Installing electronic instrumentation in accordance with industry standards.**

Please describe the following experience relevant to this task: work experience, both paid and volunteer, education, and work training.

I have \_\_\_\_\_ years/months' work experience involving this task.

Identify the references who can verify this information:

I have completed \_\_\_\_ hours of training directly related to this task.

Provide the name and contact information of someone who can verify this information:

List all class titles relevant to this task/knowledge or ability:

Provide any certifications or acknowledgements you have received:



**Task 1:**

**Installing electronic instrumentation in accordance with industry standards.**

Provide relevant examples of more complex work you have been responsible for:



**Task 2:**

**Repairing electronic instrumentation in accordance with industry standards.**

Please describe the following experience relevant to this task: work experience, both paid and volunteer, education, and work training.

I have \_\_\_\_\_ years/months' work experience involving this task.

Identify the references who can verify this information:

I have completed \_\_\_\_ hours of training directly related to this task.

Provide the name and contact information of someone who can verify this information:

List all class titles relevant to this task/knowledge or ability:

Provide any certifications or acknowledgements you have received:



**Task 2:**

**Repairing electronic instrumentation in accordance with industry standards.**

Provide relevant examples of more complex work you have been responsible for:



**Task 3:**

**Testing complex electronic instrumentation using test procedures and equipment in accordance with manufacturer specifications.**

Please describe the following experience relevant to this task: work experience, both paid and volunteer, education, and work training.

I have \_\_\_\_\_ years/months' work experience involving this task.

Identify the references who can verify this information:

I have completed \_\_\_\_ hours of training directly related to this task.

Provide the name and contact information of someone who can verify this information:

List all class titles relevant to this task/knowledge or ability:

Provide any certifications or acknowledgements you have received:



**Task 3:**

**Testing complex electronic instrumentation using test procedures and equipment in accordance with manufacturer specifications.**

Provide relevant examples of more complex work you have been responsible for:





**Task 4:**

**Verifying that electronic instrumentation is functioning within manufacturer specifications to ensure reliable test results.**

Please describe the following experience relevant to this task: work experience, both paid and volunteer, education, and work training.

I have \_\_\_\_\_ years/months' work experience involving this task.

Identify the references who can verify this information:

I have completed \_\_\_\_ hours of training directly related to this task.

Provide the name and contact information of someone who can verify this information:

List all class titles relevant to this task/knowledge or ability:

Provide any certifications or acknowledgements you have received:



**Task 4:**

**Verifying that electronic instrumentation is functioning within manufacturer specifications to ensure reliable test results.**

Provide relevant examples of more complex work you have been responsible for:



**Task 5:**

**Setting operational parameters on electronic instrumentation equipment.**

Please describe the following experience relevant to this task: work experience, both paid and volunteer, education, and work training.

I have \_\_\_\_\_ years/months' work experience involving this task.

Identify the references who can verify this information:

I have completed \_\_\_\_ hours of training directly related to this task.

Provide the name and contact information of someone who can verify this information:

List all class titles relevant to this task/knowledge or ability:

Provide any certifications or acknowledgements you have received:



**Task 5:**

**Setting operational parameters on electronic instrumentation equipment.**

Provide relevant examples of more complex work you have been responsible for:



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## Training and Experience Evaluation

### Seismological Instrument Technician I Department of Conservation

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Completion of this form is a necessary part of the selection process and must be submitted with your application by the final filing date. **CANDIDATES WHO DO NOT COMPLETE THIS TRAINING AND EXPERIENCE EVALUATION WILL BE ELIMINATED FROM THE SELECTION PROCESS.**

The purpose of this Training and Experience Evaluation is to obtain enough job-related information to select the best qualified applicants to continue in the selection process.

Be sure to answer all questions completely and accurately. Some questions ask you to provide specific information so we may evaluate your qualifications. Describe specific, relevant examples from your background. **OMITTED INFORMATION CANNOT BE CONSIDERED OR ASSUMED.**

I understand that my references will be called to verify information provided in this Training and Experience Evaluation.

I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date