MATERIALS AND STORES SPECIALIST

SALARY $2,877 - $3,939

Final Filing Date
February 26, 2014

Submit Application To
California State Lottery
Human Resources Division
Attention: 4LO01
P.O. Box 2630
Sacramento, CA  95812-2630  4LO01

Exam Date
February 2014

Who Should Apply
Persons who meet the minimum qualifications as stated below. This is a promotional examination.

Competition is limited to California State Lottery employees. Applicants must have a permanent civil service appointment with the California State Lottery by the above listed final filing date in order to take this exam. Under certain circumstances, former California State Lottery employees may be allowed to compete under the provisions of Rule 235 OR must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorable discharged from active duty as defined in Government Code § 18991.

NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.

How To Apply
Submit a completed Examination and/or Employment Application (STD 678). All applications must include “from” and “to” employment dates (month/day/year), time base, civil service classification title(s) and salary range(s). Résumés containing additional information may be submitted with the STD 678.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to CSL Headquarters: 700 North 10th Street, Sacramento, CA 95811.

Special Testing Information
If you have a disability that requires accommodation, mark the appropriate box on the Form STD 678. You will be contacted to make specific arrangements.

Exam Information
This exam utilizes an evaluation of Education and Experience, weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed and compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the Minimum Qualifications shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the Minimum Qualifications carefully to see what information will be useful to the staff conducting the evaluation.

Position Description
This is the advanced journey level in the general storekeeping series. A Materials and Stores Specialist may either (1) lead lower level staff in the receipt, storage, issuance, and shipping of a volume of varied supplies requiring moderately complex storage practices in a redistribution or point-of-use warehouse or supply room or (2) have charge of stores in a small State institution or agency; or (3) assume equivalent
duties and responsibilities in assisting a higher grade warehouse supervisor. This position is responsible for motorized material handling equipment and will be required to have basic computer skills and knowledge.

Minimum Qualifications

**Either I:** One year of experience performing the duties of a Stock Clerk or Warehouse Worker in California state service.

**OR II:** Two years of experience in a supply room or warehouse in work involving the receipt and issuance of a large volume of varied commodities. (Experience in California state service applied toward this requirement must include at least one year at a level of responsibility to that of Stock Clerk.)

Additional Desirable Qualifications: Education equivalent to completion of the twelfth grade; completion of college-level work in the fields of accounting and/or business administration.

Exam Scope
In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor’s:

**Knowledge Of**

- Modern warehousing methods and practices, including the keeping of, receiving, shipping, and inventory records
- Types of Freight rates and classifications
- Basic Office of Procurement procedures
- Regulations involved with consolidated freight shipment, stock array systems
- Freight claim procedure
- Inventory and quality control

**Ability To**

- Read and write English at a level required for successful job performance
- Perform heavy physical labor
- Operate motorized material handling equipment
- Estimate possible future demand of various supplies based upon past needs
- Work independently
- Work and communicate effectively with those contacted in the work place
- Direct the work of others
- Keep accurate records and prepare reports of work done
- Analyze situations accurately and take effective action

Eligible List Information
A departmental promotional list will be established for use by the California State Lottery. The list will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Candidates will only be notified of a change if prior to the 12 month expiration date.

General Information

**Career Credits:** Career credits are not granted in promotional examinations.

**Veterans Preference:** Pursuant to Government Code § 18973.1, Veterans Preference will be awarded as follows effective January 1, 2014: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans Preference. 2) An entrance exam is defined, under law, as any open competitive examination. 3) Veterans preference is not granted once a person achieves permanent civil service status.

**Background Investigation:** Pursuant to Government Code § 8880.38, all persons successful in an exam for this class shall be required to undergo a thorough background investigation prior to appointment with the California State Lottery.

**Felony Disqualification:** Pursuant to Government Code § 8880.71, persons convicted of a felony or gambling related offense are not eligible to be examined for or to be appointed to any position with the California State Lottery.

**General Qualifications:** Candidates should possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

It is the candidate’s responsibility to contact the California State Lottery, Human Resources Division at (916) 822-8158,
Applications are available at the California Department of Human Resources (CalHR) or on their website at www.calhr.ca.gov, local offices of the Employment Development Department, and any California State Lottery district office.

If you meet the requirements stated on this bulletin, you may be eligible to take this exam, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in this exam will be compared to the Knowledge, Skills and Abilities required for this classification. All candidates who pass the exam will be ranked according to their scores.

The California State Lottery reserves the right to revise the exam plan to better meet the needs of the service if the circumstances change under which this exam was planned. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

California State Lottery > Human Resources Division
700 North 10th Street > Sacramento, CA 95811
Main Line (916) 822-8158 > From TDD Phones: 1-855-591-5776