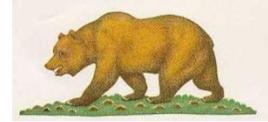


MILITARY DEPARTMENT
Job Opportunity



ANNOUNCEMENT: 2013-06

Date of Announcement: February 4, 2013

THE MILITARY DEPARTMENT IS THE STATE FUNCTION OF THE CALIFORNIA ARMY AND AIR NATIONAL GUARDS. **Successful candidate must be able to pass Live Scan and a National Agency Background check.**

POSITION: Utility Shops Supervisor

SALARY: \$4,201 - \$4,614
\$4,614 - \$5,067

LOCATION: DPW Camp San Luis Obispo, 10 Sonoma Ave., Bldg. 738, San Luis Obispo, CA 93405

CONTACT: Ms Beth Pichinino (916) 854-3138

FILE BY: March 6, 2013

Please complete an online State Application (Form 678) available from www.jobs.ca.gov and submit to this department ONLY by mail to:

**Military Department
State Personnel Programs
9800 Goethe Road, Box 27
Sacramento, CA 95827**

DUTY STATEMENT:

30%	Supervise the activities of building trades, craftsmen and grounds personnel. Work with work crews comprising of Department Public Works (DPW) personnel and inmates engaged in facility maintenance.
25%	Schedule material flow for work orders and work assignments for trades personnel. Provide feedback to the work order desk on completion of work orders. Verify supplies, materials, tools and equipment requisitions.
20%	Keep time and attendance records; schedule and approve leave of DPW Trades personnel.
10%	Coordinate the handling of inmate personnel with California Department of Corrections and Rehabilitation staff. Track range B hours and verify inmate certifications for DPW trades personnel.
10%	Complete performance evaluations for DPW trades personnel. Perform counseling and disciplinary actions when required.
5%	Schedule annual inmate supervision training for Camp San Luis Obispo personnel requiring the training. Other related duties as necessary.

Please state the source of your eligibility (i.e. **List eligibility-if list eligible; include exam results if you have them or who you tested with**, SROA or surplus employee, reinstatement, transfer, lateral transfer, etc.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. List the announcement number by the classification on your application, i.e. Utility Shops Supervisor SCS Vacancy 2013-06.

RELOCATION EXPENSES WILL NOT BE PAID

WHO SHOULD APPLY: Applicants must be a current state employee, a former state employee, or be on a state employment list for this classification in order to apply for this position. If applying under list eligibility, this means you took a state exam for this job classification. *Please include your exam results if you have them or tell us who you tested with.* Applications will be screened and only the most qualified will be contacted for an interview. **All appointments are subject to State Restriction of Appointment (SROA) provisions.**

DESIRABLE QUALIFICATIONS: Willingness to work in a military environment.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.