



## Warehouse Manager 2

### Exam Code:

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Continuous

### CLASSIFICATION DETAILS

**Warehouse Manager 2** - \$4,594.00 - \$6,262.00 per month.

[View the Warehouse Manager 2 classification specification](#)

### APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

#### 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 **nine (9)** months.

#### How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Exam" section.

#### Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources

CalCareer Service Center

1810 16<sup>th</sup> Street

Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

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

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin 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.

### **Warehouse Manager 2**

#### **Either 1**

One year of experience performing the duties equivalent in level to a Materials and Stores Supervisor in California state service. **Or**

Two years of experience performing the duties of a Materials and Stores Specialist in California state service.

#### **Or 2**

Three years of experience in a storeroom or warehouse which must have included or been supplemented by one year of responsible supervisory or technical experience related to reordering, storing, distributing, or controlling the inventory of a wide variety of materials for a large organization. (Experience in California state service applied toward the supervisory requirement must include at least one year in a class at a level of responsibility equivalent to that of Materials and Stores Supervisor.)

## **POSITION DESCRIPTION**

### **Warehouse Manager 2**

This is the second level of full supervision in this series whose scope of responsibility is statewide or agency wide. Incumbents plan, organize and direct the operation of one of the largest and unusually complex complete redistribution or point-of-use warehousing functions in State service which includes multiple warehouses. Incumbents typically supervise a large staff of at least eight assistants including subordinate Materials and Stores Supervisors. At this level, incumbents are primarily involved in the resolution of warehousing problems and coordination of multiple warehousing functions.

## **EXAMINATION SCOPE**

This examination consists of the following components:

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

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

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:**

1. Modern warehousing methods and practices, including the keeping of, receiving, shipping, and inventory records.
2. Freight rates and classifications.
3. Office of Procurement specifications.
4. Regulations involved with consolidated freight shipments, stock array systems.
5. Freight claim procedure.
6. Inventory and quality control.
7. Operation of motorized material handling equipment.
8. Department's Affirmative Action Program objectives.
9. A manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.
10. Warehouse management principles and procedures.
11. Methods of packing and shipping a wide variety of commodities.
12. Inventory control and statistical forecasting techniques.
13. Work standards development.
14. Cost-centered warehousing techniques.
15. Proper methods of storing supplies requiring both normal and special storekeeping practices.
16. Principles of personnel management and supervision.
17. Principles of governmental budgeting.

**Ability to:**

1. Read and write English at a level required for successful job performance.
2. Perform heavy physical labor.
3. Operate motorized material handling equipment.
4. Estimate possible future demands of various supplies based upon past needs.
5. Work independently.
6. Work and communicate effectively with those contacted in the work.

7. Direct the work of others.
8. Keep accurate records and prepare reports of work done.
9. Analyze situations accurately and take effective action.
10. Determine whether incoming supplies meet the standards set up in the Office of
11. Procurement and agency specifications.
12. Supervise the work of a group of assistants.
13. Effectively contribute to the department's affirmative action objectives.
14. Plan and direct the work of others.
15. Meet and deal effectively with those contacted in the course of business.
16. Develop a storekeeping activity budget.
17. Estimate possible future demands of various supplies based upon past needs.

## ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Warehouse Manager 2** 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 **twelve (12) 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.

Career Credits will be applied to state employees' final passing score who have obtained permanent civil service status with the state of California.

## EXAMINATION INFORMATION

[Preview of the Warehouse Manager 2 Training and Experience Evaluation](#)

## 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**

[Take the Warehouse Manager 2 examination](#)

## **TESTING DEPARTMENTS**

State of California (all State of California departments)

## **CONTACT INFORMATION**

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814  
Phone: (866) 844-8671  
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## **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, 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 and/or 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.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.