



# ALAMEDA COUNTY OFFICE OF EDUCATION

## *Position Announcement*

SHEILA JORDAN, SUPERINTENDENT

### NOTICE OF OPEN COMPETITIVE EXAMINATION FOR:

## **Skilled Trades Worker (1.0 FTE)**

**MONTHLY SALARY RANGE: \$3,993.99 –\$4,854.73** (5 Steps/Range 17, CSEA)

*In Addition to Salary: Undesignated fringe benefit allotment of \$567/month; plus dental coverage, life insurance, and membership in the Public Employees' Retirement System*

**THE POSITION:** Performs skilled and semi-skilled tasks and operations involved in the maintenance, repair, and alteration of ACOE buildings, equipment and facilities. The Skilled Trades Worker works closely with support staff, specific staff and outside organizations to perform the more specialized and complex duties related to a specific skilled trade(s) area as assigned.

**TYPICAL DUTIES:** Perform skilled and semi-skilled functions involving carpentry, electrical, locksmith, HVAC, plumbing and/or painting. Preps and paint interior/exterior walls, trims, ceilings and make necessary repairs. Install and repair walls, doors, windows, trim, floors, and ceilings. Must be able to frame walls, hang sheetrock, tape and texture walls and ceilings. Install, repair and maintain all electrical receptacles, switches, controls and lighting systems. Install, repair, and maintain all plumbing fixtures and related hardware, as needed. Make new or duplicate keys; cuts keys by code and on duplication machine or impressing. Install and repair locks on doors, file cabinets, and desks. Install and repair doors, door hinges, door closures, mullions and door jams. Perform general preventative maintenance tasks within specified building trade's area. Operate, maintain and perform minor repair of a variety of standard and specialized equipment and tools used in the performance of required duties. Lay out work; read, interpret and may write/draw blueprints, plans, specifications, and sketches. Communicate and modify work assignments of facilities staff. Estimate time and materials needed to complete specific jobs. Maintains work order log. Assures appropriate stock levels are maintained; order parts and supplies as needed. May perform landscape, maintenance, custodial work, and perform mail room duties. Perform related duties as required.

**QUALIFICATIONS:**

High school diploma or general education degree (GED); five year related experience and/or training providing knowledge in one or more of the Building Trades; or equivalent combination of education and experience. Valid California driver license.

**LOCATION:** Alameda County Office of Education, 313 West Winton, Hayward, CA

**APPLICATION DEADLINE: Thursday, March 18, 2010, 5:00PM**

**APPLICATION SCREENING & EXAMINATION PROCESS:** All applicants must attend and pass the written examination (details shown below). Applications will then be screened, based on established minimum qualifications. The top applicants, depending on the level and depth of experience, will be notified of the date, time, and place of the oral examination.

- Written Examination\*\***..... Weighted 50% (Tuesday, March 23, 2010, 9:00AM – 10:15AM, RM L2)
- Application and Résumé Appraisal** .....PASS/FAIL
- Technical Oral & Performance Interview**...Weighted 50% (Week of March 29, 2010)

**\*\* This will be your only notification of the Written Exam (must obtain minimum score of 70% to pass)**

**TO OBTAIN AN APPLICATION FORM, ACCESS ALAMEDA COUNTY OFFICE OF EDUCATION JOB OPPORTUNITY WEBSITE:**

**[www.acoe.org/jobs](http://www.acoe.org/jobs)**

**Contact Human Resources for additional information:**

Alameda County Office of Education, 313 West Winton Avenue, Room 173, Hayward, CA 94544-1136  
Phone Number: (510) 670-4509 • Fax: (510) 670-4103

## ADDITIONAL INFORMATION FOR APPLICANTS

**HOW TO APPLY:** Applicants who possess the minimum qualifications listed in this bulletin must complete and submit an official application form by the application deadline. Applications may be submitted by mail if they are in the Human Resources Office by 5:00 p.m. on the final filing date. All required documents must be submitted with the application.

**MERIT SYSTEM:** The Merit System Law as prescribed by the California Education Code governs all classified (non-teaching) employees. This means that employees are selected on the basis of merit and fitness and that there is no discrimination because of race, color, national origin, sex, sexual orientation, religious or political affiliations, marital status, age, or disability.

**EXAMINATION PROCEDURES:** The examination will consist of test parts that relate to job performance. These may include a written examination, a skills performance test, a comparative evaluation of education and experience, and/or an oral examination before a Qualifications Appraisal Board. All oral examinations are electronically recorded. An overall passing score of 70 is required for placement on the eligibility list.

**ELIGIBILITY AND APPOINTMENTS:** Names of successful applicants are placed on an eligibility list in order of their final scores. The persons with the three highest ranks are certified to each vacancy. The department with the current vacancy may appoint one of these eligibles. Those not selected will have their names returned to the eligibility list, and may be certified to the next vacancy. Eligibility lists are in effect for one year unless otherwise stated.

**HEALTH AND CHARACTER INVESTIGATION:** Candidates selected for appointment will be required to file evidence of having had a tuberculosis examination with a negative result preceding the starting date of employment. A list of local facilities offering tuberculosis examinations is available from the Human Resources Office. California law also requires public educational employees to be fingerprinted for the purpose of a confidential background investigation. The Alameda County Office of Education also may obtain confidential references from former employers.

**VETERAN'S PREFERENCE:** Veterans of military service, who have been discharged or released under conditions other than dishonorable and who have 30 days or more of service, may obtain an additional five points (disabled veterans an additional ten points), added to their composite qualifying score by submitting proof of service (DD-214) to the Human Resources Office at the time of application. Disabled veterans must submit proof of current compensable disability.

**SALARIES:** All salaries as stated are based on present information and are subject to change. Appointments are made at the minimum salary shown and increases are granted at intervals based on satisfactory service.

**RETIREMENT PLAN:** Employees contribute to the California Public Employees' Retirement System and to Social Security. The Alameda County Office of Education matches each contribution. The employee may withdraw his/her CalPERS contributions in full with interest upon leaving the job if he/she does not retire.

**UNION DUES:** Persons appointed to positions other than Management, Supervisory, or Confidential are represented by California School Employees Association (CSEA), Chapter 615 and must have union dues or service fee deducted from their wages accordingly.

**IMMIGRATION AND REFORM ACT:** In compliance with the Immigration and Reform Act of 1986, the Alameda County Office of Education will only hire those individuals who are legally authorized to work in the United States.

**AMERICANS WITH DISABILITIES ACT:** Auxiliary aids and services include a wide range of services and devices that promote effective communication for individuals with disabilities. If you require such assistance, please notify this office as soon as possible. We will make every effort to give primary consideration to expressed preferences, or provide equally effective means of communication to ensure equal access to Alameda County Office of Education programs and events.

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Phone Number: (510) 670-4509 • Fax: (510) 670-4103



# Application for Employment — Classified Personnel

POSITION APPLYING FOR: \_\_\_\_\_

DATE: \_\_\_\_\_

**IMPORTANT INSTRUCTIONS:** Please TYPE or PRINT in INK. Answer all questions completely. Incomplete applications will not be considered.

|                           |  |                |          |
|---------------------------|--|----------------|----------|
| NAME (Last)               |  | (First)        | (Middle) |
| ADDRESS                   |  | PHONE(S)       |          |
| CITY, STATE, and ZIP CODE |  | Home _____     |          |
| E-MAIL ADDRESS            |  | Business _____ |          |
|                           |  | Other _____    |          |

## EDUCATION AND OCCUPATIONAL TRAINING

|                   | Name of Institution | City and State | Graduated Degree/Certificate* (indicate type degree) |
|-------------------|---------------------|----------------|--|
| Senior High       |                     |                |  |
| College           |                     |                |  |
| Graduate Work     |                     |                |  |
| Extension Courses |                     |                |  |
| Special Training  |                     |                |  |

\*Qualifications will be verified. **Attach photocopy of degrees/certificates.**

Have you ever been dismissed or asked to resign from any position? . . . . .  Yes  No

Typing Speed: \_\_\_\_\_ w.p.m.

May we contact your present employer as to your qualifications? . . . . .  Yes  No

MS Word: \_\_\_\_\_

Have you ever been convicted of any offense in any jurisdiction other than a traffic infraction? . . . . .  Yes  No

|   |
|---|
| <b>CERTIFICATION</b><br><b>VERIFIED – For HR Use Only</b> |
| Typing: _____   |
| Word: _____   |

Will you accept temporary work? . . . . .  Yes  No

**Which business machines can you operate? Please check :**

- Calculator  Fax Machine
- Photocopier  Scanner
- Computer/PC Hardware (describe): \_\_\_\_\_
- Computer/PC Software (describe): \_\_\_\_\_
- Other (describe): \_\_\_\_\_

**Driver's License:**  Yes  No If YES:  
 State \_\_\_\_\_ Number \_\_\_\_\_

**Bilingual:**  Yes  No If YES:  
 Language \_\_\_\_\_

**War Veteran:**  Yes  No If YES:  
 Dates: From \_\_\_\_\_ To \_\_\_\_\_  
 (If yes, be sure to attach DD-214)

**Do you have relatives who work for the Alameda County Office of Education?**

Yes  No If YES:  
 Name \_\_\_\_\_  
 Location \_\_\_\_\_  
 Relationship \_\_\_\_\_

**Alameda County Office of Education employee?**  
 Yes  No If YES:  Present  Former  
 Dates: From \_\_\_\_\_ To \_\_\_\_\_

**EMPLOYMENT HISTORY** — List all employment (full- and part-time). List your most recent employment first. If additional space is needed, you may attach additional sheets. *This section MUST BE COMPLETED IN FULL even if you attach a résumé or other employment history information.*

FROM \_\_\_\_\_ TO \_\_\_\_\_  
MONTH YEAR MONTH YEAR

TITLE OF YOUR POSITION \_\_\_\_\_  
DUTIES \_\_\_\_\_

EMPLOYER'S NAME \_\_\_\_\_

EMPLOYER'S ADDRESS \_\_\_\_\_

NAME & TITLE OF YOUR SUPERVISOR \_\_\_\_\_

PHONE NUMBER OF YOUR SUPERVISOR \_\_\_\_\_

NUMBER SUPERVISED \_\_\_\_\_ SALARY PER MONTH \$ \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

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FROM \_\_\_\_\_ TO \_\_\_\_\_  
MONTH YEAR MONTH YEAR

TITLE OF YOUR POSITION \_\_\_\_\_  
DUTIES \_\_\_\_\_

EMPLOYER'S NAME \_\_\_\_\_

EMPLOYER'S ADDRESS \_\_\_\_\_

NAME & TITLE OF YOUR SUPERVISOR \_\_\_\_\_

PHONE NUMBER OF YOUR SUPERVISOR \_\_\_\_\_

NUMBER SUPERVISED \_\_\_\_\_ SALARY PER MONTH \$ \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

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FROM \_\_\_\_\_ TO \_\_\_\_\_  
MONTH YEAR MONTH YEAR

TITLE OF YOUR POSITION \_\_\_\_\_  
DUTIES \_\_\_\_\_

EMPLOYER'S NAME \_\_\_\_\_

EMPLOYER'S ADDRESS \_\_\_\_\_

NAME & TITLE OF YOUR SUPERVISOR \_\_\_\_\_

PHONE NUMBER OF YOUR SUPERVISOR \_\_\_\_\_

NUMBER SUPERVISED \_\_\_\_\_ SALARY PER MONTH \$ \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

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FROM \_\_\_\_\_ TO \_\_\_\_\_  
MONTH YEAR MONTH YEAR

TITLE OF YOUR POSITION \_\_\_\_\_  
DUTIES \_\_\_\_\_

EMPLOYER'S NAME \_\_\_\_\_

EMPLOYER'S ADDRESS \_\_\_\_\_

NAME & TITLE OF YOUR SUPERVISOR \_\_\_\_\_

PHONE NUMBER OF YOUR SUPERVISOR \_\_\_\_\_

NUMBER SUPERVISED \_\_\_\_\_ SALARY PER MONTH \$ \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

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**YOUR NAME:** \_\_\_\_\_

FROM \_\_\_\_\_ TO \_\_\_\_\_  
MONTH YEAR MONTH YEAR

TITLE OF YOUR POSITION \_\_\_\_\_  
DUTIES \_\_\_\_\_

EMPLOYER'S NAME \_\_\_\_\_

EMPLOYER'S ADDRESS \_\_\_\_\_

NAME & TITLE OF YOUR SUPERVISOR \_\_\_\_\_

NUMBER SUPERVISED \_\_\_\_\_ SALARY PER MONTH \$ \_\_\_\_\_

PHONE NUMBER OF YOUR SUPERVISOR \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

**PERSONAL REFERENCES** — List three people who can vouch for your character and ability.  
***Do not list relatives or former employers.***

1. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_
2. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_
3. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Can you, after employment, submit verification of your legal right to work in the United States?  Yes  No

***READ CAREFULLY BEFORE SIGNING***

I HEREBY CERTIFY UNDER PENALTY OF PERJURY that all statements made hereon are true and correct and authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application.

My signature below authorizes the Alameda County Office of Education to conduct a background investigation and authorizes release of information in connection with my application for employment. Further, I hold harmless any individual or firm for any information that it may provide in this investigation which may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release Alameda County Office of Education and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: law enforcement agencies and information for any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involvig me.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

— THE ALAMEDA COUNTY OFFICE OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER —

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

## SUPPLEMENTAL APPLICATION MAINTENANCE WORKER

**INSTRUCTIONS:** Describe your qualifications carefully, as this information will help us determine how well you meet the minimum employment qualification standards for this position. Qualified means that you meet the minimum qualifications found in the job description. Incomplete or illegible responses may disqualify your application or reduce the credit given for your qualifications.

Respond honestly and truthfully to all questions. Over-evaluating your skill level is considered providing false and/or misleading information. Applicants found to have provided false or misleading information of their skills **will be disqualified** from further employment processing or, if hired, **will be immediately terminated** from employment.

**I. EDUCATION:** Check below the areas in which you have completed coursework.

High school diploma or general education degree (GED)

**II. FORMAL TRAINING, CERTIFICATES, AND LICENSES:** Check the certificates and licenses below that you possess. Please provide a copy of each certificate and/or license.

- Valid California Driver's License
- Vocational training certificate of completion in one or more skilled trade
- Apprenticeship training certificate in one or more skilled trade
- Unexpired *OSHA Training* course completion card

**III. QUALIFICATIONS:** According to the job announcement, at what level of proficiency are you qualified to perform the minimum qualifications listed? Check the level of your proficiency and/or experience.

**General building construction:**

No experience    1 – 2 years experience    3 – 5 years experience    5 + years experience

**General building maintenance:**

No experience    1 – 2 years experience    3 – 5 years experience    5 + years experience

**Carpentry:**

No experience    1 – 2 years experience    3 – 5 years experience    5 + years experience

**Painting:**

No experience    1 – 2 years experience    3 – 5 years experience    5 + years experience

**Plumbing:**

No experience    1 – 2 years experience    3 – 5 years experience    5 + years experience

**Glazing/Window repair:**

No experience    1 – 2 years experience    3 – 5 years experience    5 + years experience

**Electrical maintenance:**

No experience    1 – 2 years experience    3 – 5 years experience    5 + years experience

**Basic HVAC/Refrigeration maintenance:**

No experience    1 – 2 years experience    3 – 5 years experience    5 + years experience

**Mechanical repair:**

No experience  1 – 2 years experience  3 – 5 years experience  5 + years experience

**Operating hand tools and powered tools used for building, landscape, custodial and maintenance purposes:**

No experience  1 – 2 years experience  3 – 5 years experience  5 + years experience

**Interpreting and applying safety rules and regulations:**

No experience  1 – 2 years experience  3 – 5 years experience  5 + years experience

**Writing reports, maintaining logs and documenting work:**

No experience  1 – 2 years experience  3 – 5 years experience  5 + years experience

**Estimating the materials and time needed to complete projects:**

No experience  1 – 2 years experience  3 – 5 years experience  5 + years experience

**Maintaining stock levels and ordering parts and supplies:**

No experience  1 – 2 years experience  3 – 5 years experience  5 + years experience

**Effectively communicate tasks to coworkers:**

No experience  1 – 2 years experience  3 – 5 years experience  5 + years experience

**ACKNOWLEDGEMENT:** I certify that all my statements in this supplemental application are true and complete, and that if I have made any false statements, I may be disqualified or dismissed.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**ALAMEDA COUNTY OFFICE OF EDUCATION**  
**SHEILA JORDAN, SUPERINTENDENT**  
 313 WEST WINTON AVE. • HAYWARD, CA 94544-1136 • (510) 887-0152  
 www.acoe.org

TO THE APPLICANT:

On the Application for Employment is the question: *“Have you ever been convicted of any offense in any jurisdiction other than a traffic infraction?”* If you have been convicted of a criminal offense other than a traffic infraction, you must provide the information requested below. However, due to State laws, we cannot employ, or retain in employment, any person convicted of any sex offense as defined in Section 45304 and 44010 of the Education Code or any narcotics offense as defined in Section 44011 of the Education Code (this includes marijuana).

You are required to certify under penalty of perjury that all statements made in your application are true. By signing the application form, you are certifying that all statements are true and complete and acknowledging that you understand that any misstatement will subject you to disqualification or dismissal. Applicants selected for employment will be fingerprinted and a criminal record check will be made. Convictions not declared will result in your dismissal.

**If you have answered “yes” to the question, “Have you ever been convicted of any offense in any jurisdiction other than a traffic infraction?” on the application form, please provide the information requested below:**

|             |              |                              |
|-------------|--------------|------------------------------|
| <b>NAME</b> | <b>PHONE</b> | <b>POSITION APPLYING FOR</b> |
|             |              |                              |

| <b>DATE</b> | <b>CODE No.</b><br>P = Penal Code<br>HW = Health & Safety Code<br>VC = Vehicle Code | <b>CHARGE</b><br><i>( DESCRIBE COMPLETELY )</i> | <b>CITY &amp; COURT</b> | <b>DISPOSITION</b> |
|-------------|---|---|-------------------------|--------------------|
|             |   |   |                         |                    |
|             |   |   |                         |                    |
|             |   |   |                         |                    |

If you have NOT ever been convicted of any offense in any jurisdiction other than a traffic infraction, check here:  
 Not Applicable

***Failure to provide complete information by the final filing date will be considered as a withdrawal of your application.***

|   |                      |
|---|----------------------|
| I CERTIFY, UNDER PENALTY OF PERJURY, that all statements are true and I understand and agree that any misstatement or omission will result in my immediate dismissal. |                      |
| _____<br><b>SIGNATURE (in full)</b>   | _____<br><b>DATE</b> |



## VOLUNTARY EMPLOYEE/APPLICANT IDENTIFICATION

Section 1233 of the California Government Code permits public employers to solicit from employees and applicants a voluntary description of their sex and racial/ethnic group membership. Additional voluntary information provided will assist the Office in accurately compiling required statistical reports for federal and state agencies. None of the information will be used to discriminate against or give preference to any individual in any personnel transaction.

**Position applying for:** \_\_\_\_\_

NAME \_\_\_\_\_  MALE  FEMALE

DRIVER'S LICENSE No. \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

**RACIAL/ETHNIC GROUP** — Check only ONE applicable category below. If more than one applies, choose the one category which best identifies your racial/ethnic background. (A married woman should indicate her own ancestry rather than that of her husband.)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> African-American           | <input type="checkbox"/> Guamanian              | <input type="checkbox"/> Samoan                  |
| <input type="checkbox"/> American Indian or Alaskan | <input type="checkbox"/> Hawaiian               | <input type="checkbox"/> Tahitian                |
| <input type="checkbox"/> Asian                      | <input type="checkbox"/> Hispanic/Latino        | <input type="checkbox"/> Vietnamese              |
| <input type="checkbox"/> Asian Indian               | <input type="checkbox"/> Japanese               | <input type="checkbox"/> White                   |
| <input type="checkbox"/> Other Asian                | <input type="checkbox"/> Korean                 | <input type="checkbox"/> Multiple or No Response |
| <input type="checkbox"/> Cambodian                  | <input type="checkbox"/> Laotian                | <input type="checkbox"/> Other: _____            |
| <input type="checkbox"/> Chinese                    | <input type="checkbox"/> Pacific Islander       |  |
| <input type="checkbox"/> Filipino                   | <input type="checkbox"/> Other Pacific Islander |  |

**RECRUITMENT** — As an evaluation of this Office's recruitment sources, indicate below how this position was communicated to you:

- |   |   |
|---|---|
| <input type="checkbox"/> NEWSPAPER — Name _____     | <input type="checkbox"/> COMMUNITY GROUP — Name _____ |
| <input type="checkbox"/> RADIO — Name _____         | <input type="checkbox"/> GOV'T AGENCY — Name _____    |
| <input type="checkbox"/> OUR HUMAN RESOURCES OFFICE | <input type="checkbox"/> FRIEND, RELATIVE             |
| <input type="checkbox"/> AN EMPLOYEE OF THIS OFFICE | <input type="checkbox"/> INTERNET                     |
| <input type="checkbox"/> OTHER — Specify _____      |   |



The Alameda County Office of Education (ACOE) is committed to providing reasonable accommodations to individuals with disabilities who may wish to use its facilities. If you have a disability and need assistance in using ACOE's facilities, please contact the Director of Human Resources, (510) 670-7703. Your inquiry will remain confidential.