



EXHIBIT REPRESENTATIVE II

Class Code: 4838 - Exam Code: 6FA24

Opening Date:	06/17/16
Closing Date:	07/08/16
Type of Examination:	Departmental Promotional
Salary:	\$3,189 - \$3,992
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent
Exam Type:	Spot/Napa

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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 workplace. 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.

WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below may apply for this examination. This is a Departmental Open-Spot examination for the California Department of Food and Agriculture 25th District Agricultural Association. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

This exam and position are for the 25th District Agricultural Association (DAA) Fair:

**Napa Town and Country Fair
575 Third Street
Napa, CA 94559**

HOW TO APPLY CONTINUED

Submit a Standard State Application (STD. form 678) to the California Department of Food and Agriculture no later than the **Final Filing Date, Friday, July 8, 2016.**

- Standard State Application (STD. form 678) is available through the internet at <https://jobs.ca.gov/Public/StateForms.aspx>
- Supplemental Application is attached below. Applicants who do not submit a Supplemental Application will be disqualified.
- All applications must include “to” and “from” dates (month/day/year) and time base. Applications received without this information may be rejected.
- Resumes **will not** be accepted in lieu of a completed State Application (STD. form 678).
- Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

• **DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).**

WHERE TO APPLY

By mail/In person: California Department of Food and Agriculture
Examination Unit, Attn: Suzanne Conrad
1220 N Street, Room 242
Sacramento, CA 95814
(916) 403-6579

By e-mail: exams@cdfa.ca.gov

NOTE: Facsimile (FAX) applications will not be accepted under any circumstance.

FINAL FILE DATE

Final Filing Date: Friday, July 8, 2016.

All applications must be received by the **Final Filing Date, Friday, July 8, 2016.** Mailed applications must be **POSTMARKED** no later than the Final Filing Date. **Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS are not considered Postmark dates for the purpose of determining timely filing of applications.**

Applications personally delivered or received via interoffice mail must be received by 5:00 p.m. on the final filing date. Any applications received after the final filing date will not be accepted for any reason.

TEST DATE

It is anticipated that the examination will be sometime in August or September 2016.

TESTING METHOD

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear for a test, call the California Department of Food and Agriculture, Examination Unit, at (916) 403-6579.

REQUIRED IDENTIFICATION

NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

ELIGIBLE LIST INFORMATION

A Departmental Open Spot list will be established for the California Department of Food and Agriculture 25th District Agricultural Association. The eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applications must meet the education and/or experience requirements as stated on this examination announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS**Either I**

One year of experience performing the duties of an Exhibit Representative I in the California state service.

Or II

Experience: Either one or a combination of the following:

1. Two years, or four full show periods, or experience in charge of a large exhibit or several smaller exhibits. Or
2. Two years of experience in publicity or promotional work.

POSITION DESCRIPTION

Under direction, plan, organize, and direct several large exhibits at one of the largest district fairs; to develop major publicity programs and direct publicity operations for one of the largest district fairs; and to do other related work.

Incumbents design and supervise the construction and arrangement of exhibits; determine available space, arrange and allocate it; secure judges; plan methods of awarding premiums and supervise the distribution of premiums; select and hire temporary fair workers; address clubs and organizations and participate in radio and television broadcasts; design and develop publicity material for various publicity media; arrange for maintenance of exhibits; contact organizations and persons to obtain their participation in the fair; promote interim use of fair facilities; lay out and sell commercial space; prepare correspondence and reports.

EXHIBIT REPRESENTATIVE II
EXAMINATION INFORMATION

BRD: 06/17/16

This examination will consist of a Supplemental Application – weighted 100%. Competitors who do not return the Supplemental Application will be disqualified.

SUPPLEMENTAL APPLICATION – WEIGHTED 100%

The California Department of Food and Agriculture and 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 competitors will be notified.

SCOPE OF EXAM AND KNOWLEDGE, SKILLS AND ABILITIES

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

KNOWLEDGE OF:

1. Problems and practices involved in presenting shows and exhibits;
2. Principles and techniques of designing, constructing and installing exhibits;
3. California agriculture and the specialized products of various fair regions;
4. Publicity methods and principles;
5. Organization and role of District Fairs in California.

ABILITY TO:

1. Communicate effectively at a level required for successful job performance;
2. Obtain participation of agricultural and industrial organizational representatives;
3. Prepare exhibits, rules and regulations;
4. Write exhibit material;
5. Direct the work of others.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

EDUCATION AND EXPERIENCE

If conditions warrant, this examination may utilize an evaluation of each competitor’s experience and education 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 his or her application. List all experience relevant to the “Requirements for Admittance to the Examination” 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 “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

VETERANS’ PREFERENCE

Veterans’ Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions regarding this announcement, please contact:
California Department of Food and Agriculture, Examination Unit
1220 N Street, Room 242
Sacramento, CA 95814
Attn: Suzanne Conrad at (916) 403-6579 or suzanne.conrad@cdfa.ca.gov.

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, 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 service-wide 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 from one (1) to four (4) years unless otherwise stated on this bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 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 examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the twelfth (12th) 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 candidate 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.

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE
SUPPLEMENTAL APPLICATION EXAMINATION
EXHIBIT REPRESENTATIVE II, DISTRICT FAIRS
EXAM CODE: 6FA24**

The California Department of Food and Agriculture's (CDFA) Exhibit Representative II examination is being given on a Department Promotional Spot basis for the 25th District Agricultural Association Fair, Napa. The examination will consist solely on this Supplemental Application.

This Supplemental Application is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, and experience to effectively perform the duties relative to the classification. The information you provide will be evaluated using predetermined rating criteria. This Supplemental Application will account for 100% of the weight of your examination for this classification. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. If successful, your name will be placed on a list based on your final score.

Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the Supplemental Application.

NOTE: FAILURE TO ACCURATELY AND PROPERLY COMPLETE THIS SUPPLEMENTAL APPLICATION WILL RESULT IN YOUR ELIMINATION FROM THIS EXAMINATION.

THIS AFFIRMATION MUST BE COMPLETED:

I hereby certify and understand that the information provided by me on this Supplemental Application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified at any time. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from this examination, and may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California Law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

Your signature (Required): _____ **Date:** _____

Print your name (Required): _____

Your supplemental application will not be scored if you do not provide your name.

Send Your Completed State Application (Form 678) and Supplemental Application to:

**California Department of Food and Agriculture
Human Resources Branch
Attn: Suzanne Conrad
suzanne.conrad@cdfa.ca.gov
(916) 403-6579**

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE
EXHIBIT REPRESENTATIVE II, DISTRICT FAIRS
Supplemental Application Examination
Exam Code 6FA24**

PART I

The following questions are job requirements. Please read each question and respond by marking either YES or NO to the following two (2) questions. If you are not willing or unable to comply with some or all of the following job requirements, it may be grounds for elimination from the examination process. Not providing a response to an item will be considered a "NO" response.

1. Are you willing to lift, push, pull, or carry heavy objects up to 10 lbs using proper lifting techniques? ___YES ___NO

2. Are you willing to work irregular or unusual hours and be on call as required? ___YES ___NO

If you have answered "NO" to any of the above "WILLINGNESS" questions, please explain why.

Willingness Statement Explanation:

**EXHIBIT REPRESENTATIVE II, DISTRICT FAIRS
Supplemental Application Examination**

PART II

Knowledge

Experience

<p>INSTRUCTIONS:</p> <p>For each item listed below in rows “1 through 43”, place ONE “X” in the <i>Knowledge</i> column which most accurately represents the knowledge you have with the following tasks.</p> <p>Also, for each item listed below in rows “1 through 43”, place ONE “X” in the <i>Experience</i> column which most accurately represents the experience you have with the following tasks.</p> <p>NOTE: Credit will not be given for items not marked.</p>		No Knowledge - I have no knowledge of how to perform this task or what it may entail.	Basic/Limited knowledge - I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.	Moderate Knowledge - I possess a sufficient knowledge level that would allow me to perform this task successfully.	Extensive Knowledge - I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action.	No experience - I have no experience performing this task.	Some Experience - I have less than one year experience performing this task.	Moderate Experience - I have one to four years experience performing this task.	Extensive Experience - I have performed this task four or more years.
	TASKS								
1.	Plans, organizes, and directs exhibit programs for the district fair.								
2.	Supervises the construction and arrangement of exhibits for the annual fair working with fair staff, vendors, and community representatives.								
3.	Determines and allocates available exhibit space for vendors and community representatives.								
4.	Secures judges for fair events.								
5.	Plans the method of awarding premiums and supervises the distribution of premiums.								
6.	Approves hiring of temporary exhibit department workers, and ensures documentation is completed for payment of wages.								
7.	Makes presentations to local clubs and organizations to promote fair events; participates in radio broadcasts marketing fair events.								
8.	Works with Marketing staff in designing and developing fair publicity material.								

**EXHIBIT REPRESENTATIVE II, DISTRICT FAIRS
Supplemental Application Examination**

Knowledge

Experience

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9.	Prepares reports, forms, and/or spreadsheets on exhibits and publicity for the CEO or Deputy Manager.								
10.	Contacts and/or solicits community leaders and organizations to enlist their participation in the fair.								
11.	Researches, plans, and/or organizes special exhibit programs for the annual fair and other events/shows throughout the year.								
12.	Contacts vendor coordinators to set up appointments, and facilitates requests and/or needs for their exhibits or events.								
13.	Contacts and works closely with supervisors of other fair departments (e.g., catering, maintenance, production, etc.) to facilitate their requests and needs involving the Exhibits department.								
14.	Create work orders, schedules, etc. using various internal computer software programs to distribute information to other departments on behalf of Exhibits department.								
15.	Develop and nurture relationships with local organizations, businesses, clubs, or other special interest groups to create, support, and participate in events and festivals.								
16.	Works with fair marketing staff in planning and implementing marketing and outreach for the Exhibits department.								
17.	Provide support to various exhibits/entry office staff for logistics set-up, coordination of events, and tear down, etc.								

**EXHIBIT REPRESENTATIVE II, DISTRICT FAIRS
Supplemental Application Examination**

		<i>Knowledge</i>				<i>Experience</i>			
		No Knowledge - I have no knowledge of how to perform this task or what it may entail.	Basic/Limited knowledge - I have some knowledge- of how to perform this task, but may require additional instruction to apply my knowledge effectively.	Moderate Knowledge - I possess a sufficient knowledge level that would allow me to perform this task successfully.	Extensive Knowledge - I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action.	No experience - I have no experience performing this task.	Some Experience - I have less than one year experience performing this task.	Moderate Experience - I have one to four years experience performing this task.	Extensive Experience - I have performed this task four or more years.
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18.	Attend local or statewide events and seminars to gather ideas for future exhibits at fairgrounds.								
19.	Participate in the Western Fairs Association educational workshops and utilize their membership contacts and partnerships.								
20.	Provide support to the public through the telephone, in person contacts, electronic mail, postal mail, by answering general questions about the fair in general and the Exhibits department.								
21.	Assist exhibit staff with proofing and editing of entry materials, judging results, auction forms/billing, etc.								
22.	Inspect installed exhibits for conformance to specifications, ensuring all rules in the Exhibitor's handbook are followed.								
23.	Research online publications, and outside sources on subject matters pertaining to exhibits and programs at the request of fair management.								
24.	Work with other county fairs by sharing ideas, props, design, equipment, livestock pens, etc.								
25.	Estimate set or exhibit related costs including materials, construction, and rental of props or locations.								
26.	Prepare a budget for exhibits department and submit to management.								

**EXHIBIT REPRESENTATIVE II, DISTRICT FAIRS
Supplemental Application Examination**

		<i>Knowledge</i>				<i>Experience</i>			
		No Knowledge - I have no knowledge of how to perform this task or what it may entail.	Basic/Limited knowledge - I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.	Moderate Knowledge - I possess a sufficient knowledge level that would allow me to perform this task successfully.	Extensive Knowledge - I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action.	No experience - I have no experience performing this task.	No experience - I have no experience performing this task.	Moderate Experience - I have one to four years experience performing this task.	Extensive Experience - I have performed this task four or more years.
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27.	Determine the addition and/or deletion of exhibits-related departments, divisions, and/or classes and its effect on the budget.								
28.	Work with management on review and finalizing the exhibit department budget.								
29.	Work closely with the fair superintendents in identifying and meeting the needs of their departments.								
30.	Plan for location-specific issues such as space limitation, traffic flow patterns, and safety concerns.								
31.	Submit plans for approval, and adapt plans to serve intended purposes, or to conform to budget or fabrication restrictions.								
32.	Work with exhibit staff to prepare and update the exhibitor handbook on an ongoing basis to use for the annual fair ensuring it conforms to state and local rules.								
33.	Recommend entry fees and premiums for classes to fair management and when necessary to the Board of Directors.								
34.	Meet with exhibitors, leaders, advisers, parents, etc. to obtain feedback regarding the fair, events, or shows.								
35.	Coordinate with Safety Committee for safety training for Exhibits department employees and volunteers.								

