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# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*Our Mission*  
"Honoring California's Veterans"



**Classification:** Housekeeper (Salary: \$ 2098.00 - \$2549.00)

**Tenure/Time Base:** Permanent, Full-time (8 Openings)

**Location:** Veterans Home of California – West Los Angeles  
800 Bringham Ave., West Los Angeles, CA 90049  
**Temporary (Approx. 5 mos.) Offices Currently At:**  
6150 Van Nuys Blvd., Van Nuys, CA 91401

**Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. **SROA/SURPLUS PROVISIONS APPLY.** Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov). You may also view other examinations offered by the State Personnel Board at [www.spb.ca.gov](http://www.spb.ca.gov).

**Duties and Responsibilities:**

Under direction of the Supervising Housekeeper I:

- Housekeeper follows a prescribed routine sweeping, scrubbing, mopping, spotting and waxing floors; vacuum carpets and rugs, clean hallways, offices and lobbies.
- Clean, dust, and polish furniture and fixtures.  
Clean kitchenettes, common restrooms, showers, and resident lounge areas.  
Make beds as designated, clean windows, bathrooms, and lavatories,  
Empty and clean waste receptacles.
- Mix cleaning chemicals for use. Keep an inventory of supplies needed to complete job tasks. Replenish housekeeping supplies. Report any and all repairs needed to supervisor.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Human Resources Division  
6150 Van Nuys Blvd Ste 305  
Van Nuys, Ca. 91401  
**Attn: G. Steward, M80#014W 09/10**

**Inquiries:**

Voice: (818) 742-1760  
TDD: (800) 735-2929

**Note:** In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process. Please place Attn: G. Steward, M80#014W 09/10 on your application. **Final Filing Date: Until Filled**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. 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. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED. RELEASED: 2.08.10