



DEPARTMENT OF DEVELOPMENTAL SERVICES
EXAMINATION ANNOUNCEMENT



AUTOMOTIVE EQUIPMENT OPERATOR II

OPEN SPOT

5SN03

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, DENIAL OF FAMILY AND MEDICAL CARE LEAVE, DISABILITY, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY AND VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION OF ANY PERSON.

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

SPOT FOR: SONOMA DEVELOPMENTAL CENTER

FINAL FILING DATE: CONTINUOUS FILING

Applications (Form STD. 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

Applications may be downloaded from the State California Human Resources website at <http://www.calhr.ca.gov>. Applications are available and MUST be filed in person or by mail with:

Sonoma Developmental Center
Human Resources Exam & Selection Unit – Room #104
P.O. Box 1493
15000 Arnold Drive
Eldridge, CA 95431

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the 'Application for Examination'. You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

QUALIFICATIONS APPRAISAL: This is a continuous filing examination. There is no pre-determined final filing date. Applications may be submitted at any time. Examinations are administered at the discretion of the appointing authority and only when the needs of the facility warrant.

SALARY RANGE: Range A: \$3,051 - \$3,843 per month

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED. All applicants must meet the education and/or experience requirements for this examination by the final filing date.

MINIMUM QUALIFICATIONS

Possession of a drivers' license valid for operation of any bus designed to carry more than 15 passengers, any single vehicle with three or more axles, any such vehicle towing another vehicle weighing less than 6,000 pounds gross.

and

Three years of experience in the operation and care of automotive equipment.

ADDITIONAL DESIRABLE QUALIFICATION:

Education equivalent to completion of the twelfth grade.

THE POSITION: Under general direction, to supervise a staff of five or more auto motive equipment operators in the operation of a fleet of passenger vehicles, trucks, small-wheeled tractors, and similar motor equipment; may instruct, lead or supervise inmates, wards or resident workers; and do other related work.

TYPICAL TASKS: Plans and coordinates operations of a fleet of at least 20 motor vehicles; makes work assignments for vehicles and operators; dispatches vehicles in response to orders; sees that vehicles are properly serviced; prepares and initiates work orders for mechanical maintenance of vehicles; maintains records and prepares reports; assists with preparation of budget requests with respect to automotive equipment; operates automotive vehicles when required.

EXAMINATION INFORMATION: This Examination will consist of a Qualifications Appraisal Interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

Qualifications Appraisal – Weighted 100%

Scope: In addition to evaluating the competitors' 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. Operation and care of various kinds of automotive equipment; organization and operation of a motor pool;
2. Automotive service requirements of an institutional type organization;
3. Preventive maintenance procedures of automotive equipment;
4. California Vehicle Code pertaining to the operation of vehicles on the highway;
5. Principles of effective supervision.

Ability to:

1. Read and write English at a level required for successful job performance;
2. Direct the work of others;
3. Keep simple records and make reports.

ELIGIBLE LIST INFORMATION: The resulting eligible list will be used to fill vacancies at Sonoma Developmental Center only. Eligibility expires 24 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

DRUG TESTING REQUIREMENT: Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current

SEE REVERSE FOR ADDITIONAL INFORMATION

appointment to a class for which drug testing is a requirement.

BACKGROUND INVESTIGATION: Competitors who are successful in this examination will be required to complete (prior to an appointment in this class) a background investigation document, on which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form STD. 678 that is completed prior to the examination. The hiring agency uses the information obtained on the background investigation document to conduct background investigations and/or to determine an individual suitability for employment.

VETERANS PREFERENCE CREDIT: Effective January 1, 2014, in accordance with Government Code 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.

LIST RESTRICTION: Transfer of list eligibility is restricted to Sonoma Developmental Center only. You should take this examination ONLY if you wish to work for the Sonoma Developmental Center. Transfer of list eligibility will be permitted between spot lists provided the requesting eligible can show "Proof of change in residence" after the final file date of this examination. "Proof of change in residence" shall be defined as providing a copy of a utility bill (e.g. gas, electric, telephone) reflecting the requesting eligible name, new address, and start date of new service.

GENERAL INFORMATION

It is the candidate's responsibility to contact Sonoma Developmental Centers' Testing Office three days prior to the test date if he/she has not received his/her notice. For an examination without a written feature it is the CANDIDATE'S RESPONSIBILITY to contact Sonoma Developmental Centers' Testing Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the California Department of Human Resources, local offices of the Employment Development Department, and the testing department noted on the reverse of the bulletin.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES 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.

EXAMINATION LOCATIONS: Locations of interviews will be at Sonoma Developmental Center only.

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 to four years unless otherwise stated on this bulletin.

PROMOTIONAL EXAMINATIONS ONLY: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board offices.

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. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and depth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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 the 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.

<p>Canyon Springs 69-696 Ramon Rd. Cathedral City, CA 92234 Public: (760) 770-6260 TDD: (760) 770-2590</p>	<p>Fairview Developmental Center 2501 Harbor Blvd. Costa Mesa, CA 92626 Public: (714) 957-5121 TDD: (714) 957-5512</p>	<p>Lanterman Developmental Center 3530 West Pomona Blvd. Pomona, CA 91769 Public: (909) 595-1221 TDD: (909) 595-3971</p>	<p>Porterville Developmental Center 26501 Avenue 140 Porterville, CA 93257 Public: (559) 782-2222 (559) 782-2322</p>	<p>Sonoma Developmental Center P.O. Box 1493 Eldridge, CA 95431 Public: (707) 938-6811 TDD: (800) 735-2929</p>
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DEPARTMENT OF DEVELOPMENTAL SERVICES - 1600 9TH STREET, P.O. Box 944202, Sacramento, CA 94244-2020
Telephone: Public: (916) 654-1625 TDD: Voice of hearing Impaired (916) 654-2054

AGNEWS
DEVELOPMENTAL CENTER
3500 Zanker Road
San Jose, CA 95134-2299
Public: (408) 451-6000
TDD: (408) 432-0942

FAIRVIEW
DEVELOPMENTAL CENTER
2501 Harbor Boulevard
Costa Mesa, CA 92626
Public: (714) 957-5121
TDD: (714) 957-5246

LANTERMAN
DEVELOPMENTAL CENTER
3530 Pomona Boulevard
Pomona, CA 91768
Public: (909) 595-1221
TDD: (909) 595-3971

NORTHERN CALIFORNIA
FACILITY
1251 Stabler Lane
Yuba City, CA 95993
Public: (530) 822-3287

PORTERVILLE
DEVELOPMENTAL CENTER
26501 Avenue 140
Porterville, CA 93258
Public: (209) 782-2087
TDD: (209) 781-7822

SONOMA
DEVELOPMENTAL CENTER
15000 Arnold Drive
Eldridge, CA 95431
Public: (707) 938-6692
TDD: (707) 938-6200

TDD is a Telecommunications Device for the Deaf and is reachable from phones equipped with a TDD Device
