



Caltrans Electronics Specialist (Repair Laboratory)

Departmental Open, Non-Promotional

Exam Code: 6TRBP

Department: Caltrans

Bulletin Release Date: December 28, 2016

Cut-off Date: Continuous (cut-off: Last business day of each month)

Monthly Salary: \$4,648.00 - \$5,612.00

INTRODUCTION

Caltrans is pleased to announce the posting of the Caltrans Electronics Specialist (Repair Laboratory) examination. Employment from this examination may be offered in District 4 (Oakland) and District 7 (Los Angeles).

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans 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 work place. All applicants will be expected to behave in accordance with this objective, as 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 SHOULD APPLY?

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination. Once you have taken the examination, you may not reapply for twelve (12) months.

FILING INSTRUCTIONS

Candidates are required to submit: 1) [Standard State Application](#) (STD.678) and 2) [Training and Experience Questionnaire](#).

Applications (STD 678) must be received or postmarked no later than the cut-off date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked after the cut-off date, personally delivered, or received via interoffice mail after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

***FILE BY MAIL:**

Caltrans
Examination Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

***FILE IN PERSON:**

Caltrans
Examination Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816

***Candidates are responsible for obtaining proof of mailing or submission of their application to Exam Services.**

POSITION STATEMENT

This is the full journey level. Under general supervision, incumbents independently perform a variety of tasks involving the repair and maintenance of complex electronic devices, such as microprocessors for the control of traffic, digital units and minicomputer consoles used to track toll bridge revenues, security cameras, and the Districts' auxiliary telephone system. Incumbents are responsible for troubleshooting complex internal circuits on all electronic devices, closed circuit television equipment, computers and peripherals, and microprocessor based units used by the Division of Maintenance. Incumbents may act as lead to the shop crew in the absence of the supervisor of the shop, including preparing reports relating to day-to-day operations.

ELIGIBLE LIST INFORMATION

An Open, Non-Promotional eligible spot list will be established for the Department of Transportation in Districts 4 and 7. The name of successful competitors will be merged on the list in order of final scores, regardless of date. Competitor's eligibility will expire 24 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 applicants must meet the education and/or experience requirements for this examination by the cut-off date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications received without this information will be rejected.

NOTE: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

Education:

An Associate of Arts Degree in Electronics or completion of at least 33 semester units of electronic courses including AC and DC circuit fundamentals; laboratory practices and techniques; mathematics for AC/DC circuit fundamentals; mathematics for semiconductor theory; semiconductor theory, analog and digital integrated circuit applications; introduction to microcomputers, industrial control and robotics, RF power for industrial control, and elements of DC circuits. (Proof of completion or transcript of records is required prior to appointment.)

AND

Experience:

Four years of work experience at the full journeyman level in electronic, computer, video camera, closed circuit TV, or microprocessor hardware troubleshooting and repair down to the microprocessor level and experience using complex laboratory diagnostic test equipment, such as microprocessor emulators, logic analyzers, the oscilloscope, and other digital troubleshooting aids.

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the exam:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/6719.aspx>

EXAMINATION INFORMATION

This examination will consist of a Training & Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Click [HERE](#) to access the Training and Experience Evaluation.

Applications will be accepted on a continuous basis. The cutoff date will be the last business day of each month. The first cutoff will occur on December 30, 2016.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Basic principles of electronics including in-depth knowledge of digital and microprocessor theory
2. Knowledge of software, special numbering systems, and electronic terminology
3. How to perform circuit board level diagnostics and delicate board repairs
4. Use of test equipment, such as microprocessor emulators, oscilloscopes, logic analyzers, signal generators, timing devices and other equipment used in the repair and servicing of electronic equipment devices

Ability to:

1. Read and interpret plans, detail drawings, and wiring diagrams
2. Maintain records and prepare reports
3. Keep accurate records and history of work done on each unit serviced
4. Troubleshoot problems involving complex internal circuit devices and make sound judgments
5. Repair complex electronic circuitry and be resourceful in the repair and analysis of micro-circuit function and analysis
6. Analyze situations accurately and adopt an effective course of action
7. Establish and maintain effective cooperative relations with those contacted in the line of work

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

An Associate of Arts Degree in General Business, Purchasing, Material Management, or another closely related subject area.

VETERANS' PREFERENCE

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

CAREER CREDITS

Career Credits will be granted in this examination.

CONTACT INFORMATION

For more information regarding this exam, please contact the examination analyst at (916) 227-6858.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact **the testing department** three weeks after the cut-off date if he/she has not received his/her notice.

Applications are available at <https://jobs.ca.gov/pdf/std678.pdf>, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination 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.

Caltrans 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.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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) 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 one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR Form 1093) which is available at <https://jobs.ca.gov/pdf/CALHR1093.pdf>, CalHR, and the Department of Veterans Affairs.

Career Credits: In Open, Non-promotional examinations, Career Credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive

months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.