



## **CALTRANS ELECTRICIAN I**

### **Departmental Open Exam**

**Exam Code: 9TR05**

**Department: Caltrans**

**Bulletin Release Date: 11/05/2009**

**Cut-off Date: Continuous – Last Friday of each month**

**Salary: \$4,590.00 to \$5,289.00**

#### **INTRODUCTION**

Caltrans is pleased to announce the posting of the **Caltrans Electrician I** examination. Employment from this examination may be offered in all Districts.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

Caltrans is an equal opportunity employer to all, without regard to race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status.

#### **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 list eligibility, you may not reapply for twenty four (24) months from your eligibility date. Candidates that are unsuccessful in the examination must wait twelve (12) months from the testing date before reapplying to take the examination.

## FILING INSTRUCTIONS

**Candidates are required to submit: 1) [Standard State Application \(STD. 678\)](#) AND 2) [Supplemental Application Questionnaire](#). Incomplete submission will not be accepted.**

Applications (STD 678) must be received or postmarked no later than the cut-off 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 an application.

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.

### **MAILING ADDRESS:**

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

### **SUBMIT IN PERSON:**

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

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

## POSITION STATEMENT

This is the first journey level for this series. In the field and on toll bridges, incumbents independently or with others install, repair, and maintain a wide variety of electrical and electronic devices and facilities.

## ELIGIBLE LIST INFORMATION

A Departmental Open statewide eligible list will be established for Caltrans in all Districts. The names of successful competitors will be merged onto 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.

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

<http://calhr.ca.gov/state-hr-professionals/pages/6939.aspx>

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. 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 who possess 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

Possession of a valid Class C driver license. (Applicants who do not possess this license will be admitted to the examination but must secure the license prior to the appointment.)

### Either I

Two years in the California state service performing the duties of a Caltrans Electrical Technician.

### Or II

Completion of a recognized apprenticeship as an electrician. (Apprentices who are within six months of completion of their apprenticeship may be admitted to the examination, but they must present evidence of completion of the apprenticeship prior to appointment.)

### Or III

Four years of successful and varied experience in the repair, maintenance and installation of electrical equipment and electronic control devices. An Associate of Arts or Certificate of Arts Degree in Electrical Technology may be substituted for two years of the required experience. (Students who are within six months of competing their degree will be admitted to the examination, but must present evidence of completion prior to appointment.)

## EXAMINATION INFORMATION

This examination will consist of a Supplemental Application Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Click [HERE](#) for the Supplemental Application Questionnaire.

**NOTE:** If conditions warrant, this examination may utilize an evaluation of each candidate'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 "Minimum Qualifications" shown on this announcement. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

1. Theory of electricity and electronics
2. Basic terminology, principles, methods, materials, tools and equipment used in the installation, maintenance and repair of electrical and electronic equipment, including solid-state circuits and transistors
3. Safety precautions while working with electricity, including the National Electric Code, the Electrical Orders of the Division of Industrial Safety, and CAL/OSHA safety and health regulations.

### **Skill in:**

1. Installing, repairing and maintaining a wide variety of electrical and electronic devices

### **Ability to:**

1. Communicate at a level required for successful job performance
2. Follow directions
3. Work with hand tools
4. Read electrical schematic drawings and construction blueprints
5. Analyze situations and adopt effective courses of action
6. Maintain records and make reports; interpret plans, and estimate repair costs

## SPECIAL PERSONAL CHARACTERISTICS

1. Visual and color acuity adequate to successfully perform the essential functions of the job
2. Willingness to work at off hours and be available for day or night calls
3. Willingness to stay abreast of current technological changes in the fields of electricity and electronics
4. Willingness to work up to 550 feet above pavement or water and in the midst of traffic
5. Ability to withstand working under adverse (e.g. cold, wet, windy) weather conditions

## ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid and unrestricted Class B or Class A driver license

## SPECIAL REQUIREMENTS

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

## 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 not be added to the final score of this examination.

## CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 227-5181.

## 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, and local offices of the Employment Development Department.

**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.

**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/Public/Jobs/Veterans.aspx>, CalHR, and the Department of Veterans Affairs.

**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 & Executive Selection 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.*