



CALTRANS ELECTRICIAN II

Departmental Open EXAM ID:

9TR06

Department(s):	Department of Transportation
Bulletin Release Date:	11/5/2009
Cut Off:	Final Friday of each month
Salary:	MONTHLY-RANGED-SALARY - \$4,012.00 to \$4,844.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide
Location(s):	Dist 01 Caltrans Eureka Dist 02 Caltrans Redding Dist 03 Caltrans Marysville Dist 04 Caltrans Oakland Dist 05 Caltrans San Luis Obispo Dist 06 Caltrans Fresno Dist 07 Caltrans Los Angeles Dist 08 Caltrans San Bernardino Dist 09 Caltrans Bishop Dist 10 Caltrans Stockton Dist 11 Caltrans San Diego Dist 12 Caltrans Irvine

INTRODUCTION

Candidates may only establish eligibility in any of the above locations. Indicate the location(s) for which you are applying on the Conditions of Employment form at the beginning of the Supplemental Application.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation.

DRUG FREE STATEMENT

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.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have list eligibility, you may not reapply for twelve (12) months from your eligibility date. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Candidates that are unsuccessful in the exam must wait 6 months from the testing date before reapplying to take the exam.

FILING INSTRUCTIONS

Applications postmarked AFTER THE CUT-OFF DATE (final Friday of each month), personally delivered or received via inter office mail AFTER 5:00 PM ON THE CUT-OFF DATE WILL BE HELD FOR THE NEXT ADMINISTRATION OF THE EXAMINATION.

***FILE BY MAIL:**

**Department of Transportation
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036**

***FILE IN PERSON:**

**Department of Transportation
Exam 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.**

To obtain the Supplemental Application Questionnaire, go to:

<http://www.dot.ca.gov/hq/jobs/ExamBulletins/OpenExams/CTElectIISupp.pdf>

Both the State Application (STD 678) and the Supplemental Application Questionnaire must be submitted together. Incomplete submittals will not be accepted.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

POSITION STATEMENT

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

ELIGIBLE LIST INFORMATION

A Departmental Open statewide eligible list will be established for the Department of Transportation 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 12 months after it is established.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applicants must meet the education and/or experience requirements for this examination at the time the application is submitted. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: 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. Your signature on your application indicates that the information provided is true and complete to the best of your knowledge.

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

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 appointment.)

Either I

Two years in the California state service performing the duties of a Caltrans Electrician I.

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.) and Two years of additional experience in the repair, maintenance and installation of electrical equipment and electronic control devices.

Or III

Five 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 completing their degree will be admitted to the examination, but they 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.

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 sold-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.
4. The safety precautions required in the installation of traffic signal equipment, toll bridge electrical equipment, and highway lighting systems.

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. Make rough sketches and draw diagrams, list material needs, complete work reports.
7. Work independently without close supervision, and establish and maintain effective, cooperative relations with those contacted in the work.
8. Act as a leadworker.
9. Instruct unskilled and semiskilled assistants.
10. Establish and maintain a safe work environment.
11. Order materials and equipment, and make daily work reports.

SPECIAL PERSONAL CHARACTERISTICS

Visual and color acuity adequate to successfully perform the essential functions of the job; willingness to work at odd hours and to be available for day or night calls; willingness to stay abreast of current technological changes in the fields of electricity and electronics; willingness to work up to 550 feet above pavement or water and in the midst of traffic; 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 drivers license

SPECIAL REQUIREMENTS

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 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.

SELECTION PLAN

Applications will be accepted on a continuous basis. Testing is considered continuous, as all supplemental examinations will be graded on a monthly basis. The cut-off (final filing) date is the last Friday of each month.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 227-4177.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

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

GENERAL INFORMATION

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

Applications are available at www.jobs.ca.gov, 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.

The testing department 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.

If High School Equivalence is Required: 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 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; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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 <http://jobs.ca.gov/Job/VeteransInformation> or from the California Department of Human Resources, 1515 "S" Street, North Building, Suite 400, Sacramento, CA 95811 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 the California Department of Transportation, 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.