

NOTICE OF CORRECTION: **JANUARY 23, 2024**
EXAMINATION TITLE: **AUTOMOTIVE TECHNICIAN II**
EXAMINATION BASE: **OPEN STATEWIDE**
DEPARTMENT: **STATE OF CALIFORNIA**
FINAL FILING DATE: **CONTINUOUS**

THE BULLETIN ANNOUNCING THE ABOVE EXAMINATION IS AMENDED AS FOLLOWS:

AN ADDITIONAL CUT-OFF DATE AND TEST DATE HAVE BEEN ADDED:
CUT-OFF DATE: APRIL 4, 2024
TEST DATE: MAY 11, 2024

WE REGRET ANY INCONVENIENCE THIS CHANGE MAY CAUSE TO CANDIDATES WHO HAVE FILED FOR THIS EXAMINATION.

STATE OF CALIFORNIA
(916) 843-3820



AUTOMOTIVE TECHNICIAN II

Exam Code: 4HP01

Department: State of California

Exam Type: Servicewide, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Automotive Technician II: \$4,219 - \$5,340 per month

View the Automotive Technician II classification specification at

[Automotive Technician Series - CalHR](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

The Year 2024 Cut-Off Dates Will Be:

- **January 4, 2024**
- **April 4, 2024**
- **July 5, 2024**

Applications (STD. 678, Examination / Employment Application, Rev. 12-21 or later) must be **POSTMARKED** no later than the cut-off date. Applications postmarked, personally delivered, or received via interoffice mail after the cut-off date will be held for the next administration of the examination.

NOTE: Dates printed on Mobile Bar Codes, such as Quick Response (QR) Codes available at the United States Postal Service, are not considered Postmark dates for the purpose of determining timely filing of an application. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked.

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **six (6)** months.

How To Apply:

To apply for this examination, you must submit an application to the address indicated below. To obtain a copy of the Employment Application, go to the link below.

- Examination / Employment Application (STD. 678)
<https://jobs.ca.gov/pdf/STD678.pdf>

Submit applications by mail to:

California Highway Patrol
Selection Standards and Examinations Section
P. O. Box 942898
Sacramento, CA 94298-0001

OR applications may be hand delivered during regular business hours (8:00 a.m. to 5:00 p.m.) to the following location:

California Highway Patrol
Selection Standards and Examinations Section
601 North 7th Street
Sacramento, CA 95811

NOTE: Submission of the Criminal Record Supplemental Questionnaire is not required with applications for examination.

NOTE: DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) OR TO A LOCAL CALIFORNIA HIGHWAY PATROL OFFICE. AT THIS TIME THE CALIFORNIA HIGHWAY PATROL DOES NOT ACCEPT APPLICATIONS FOR EXAMINATIONS ONLINE.

FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. APPLICATIONS POSTMARKED, RECEIVED VIA INTEROFFICE MAIL, OR PERSONALLY DELIVERED AFTER 5:00 P.M. ON THE CUT-OFF DATE WILL BE HELD FOR THE NEXT ADMINISTRATION OF THE EXAMINATION.

NOTE: All application (STD. 678) forms must include: employment history “from” and “to” dates (month/day/year); hours per week; title/job classification; and duties performed. Application (STD. 678) forms received without this information will be rejected. Résumés or other documents will not be accepted in lieu of a completed application (STD. 678) form.

Special Testing Arrangements:

Applicants with a disability who are requesting special testing arrangements due to a verified disability or medical condition, shall mark the appropriate box in item number 10 on the application. Applicants will be contacted regarding specific arrangements.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements by the final filing date to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Automotive Technician II

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 requirement.

Either I

In the California state service, one year of experience performing the duties of an Automotive Technician I. (Promotional candidates who are within six months of satisfying the experience requirement of this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

Or II

Three years of experience in maintenance of motor vehicles either: (a) in a major vehicle repair facility; (b) an automobile agency; or (c) a garage. Experience shall have included at least one year scheduling the servicing of vehicles, or experience in the installation, adjustment, or repair of specialized automotive electrical accessories or equipment. (College or trade school education in automotive mechanics or automotive engineering may be substituted for the required general experience on a year-for-year basis.)

POSITION DESCRIPTION

Automotive Technician II

This is the lead and advanced journeyman level. Incumbents perform in one of the following work settings: (1) act as leadpersons to oversee the work of two or more journeymen and subordinates in maintaining a large fleet of vehicles; (2) maintain a fleet of vehicles; perform preventative maintenance; schedule and verify maintenance and repair; make mechanical and electrical repairs and adjustments; diagnose and inspect motor vehicles and accessories for needed repairs; secure and maintain both manual and computer records on maintenance and servicing of a fleet of vehicles; arrange for disposal of hazardous materials; interpret repair manuals and related materials; maintain tools and equipment; order and maintain inventory of automotive parts and supplies; and (3) oversee equipment installation including the assembly, installation, removal and repair of special enforcement and emergency equipment on motor vehicles, recondition used vehicles, and perform the more complex installation functions including fabrication of new equipment installation techniques. Successful performance of many of the duties performed by this class require incumbents to crawl underneath a vehicle/down under the dashboard/into the trunk; lift and carry tires up to 60 pounds in weight; and work in varying, and sometimes extreme, temperatures.

EXAMINATION SCOPE

This examination consists of the following components:

Written Test – Weighted 100% of the final score.

The examination will consist solely of a written test. To obtain a position on the eligible list, a minimum score of 70% must be attained. **Competitors who do not appear for the written test will be disqualified.**

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

- Automotive equipment terminology and parts used in automotive maintenance and repair, how they interact, and where they are located in order to make informed decisions.
- Preventative maintenance and repair procedures to meet industry standards and properly maintain vehicle.
- Service requirements of motor vehicles to ensure proper maintenance.
- Record-keeping procedures for audits, inventory, and fiscal purposes.
- Components of a vehicle, how they work and their interrelationships, and where they are located to properly diagnose and repair.
- Safe use of a large variety of electric and air-powered tools and their accessories (e.g., electric drill motors, air-powered impact wrenches, various small hand tools) to ensure safety of personnel and prevent damage.
- Proper size and type of wiring terminal or connector when making electrical connections to ensure personal safety and prevent equipment damage.
- Proper hardware needed to mount various pieces and specialty equipment for proper job performance.
- Tools, equipment, and methods used in testing and repairing automotive equipment and accessories to ensure proper diagnoses and repair.
- Vehicle component warranties, their limitations, and requirements to prevent unnecessary charges.
- Safety equipment and procedures for hazardous materials for proper disposal and environmental safety.
- Proper procedures for the disposal of waste tires to stay in accordance with Federal and State law.
- Personal safety equipment (e.g., seat belts, air bags, lane departure) and procedures for hazardous materials to ensure proper handling of safety equipment.
- Various tire sizes, types, production date identification, and how they relate to load, vehicle type, and usage to ensure they meet Original Equipment Manufacturer (OEM) vehicle specifications.
- Various fuel systems and operations to safely diagnose leaks, pressure regulation, and other failures to ensure personal, property, and environmental safety.

- Steering, suspension component operation, and wheel alignment to ensure proper tire wear and handling characteristics.
- Various types of brake systems and components in order to recognize abnormal wear and improper braking operations.
- Heating, Ventilating, Air Conditioning system and components to recognize abnormal wear, accurately diagnose, and ensure proper operation.
- Emission system operation, diagnosis, and repair to stay in accordance with Federal and State emissions requirements.
- Bureau of Automotive Repair smog reporting requirements to stay in accordance with Federal and State laws and regulations.
- Vehicle types (e.g., gas, electric, hydrogen) to accurately determine different fuel sources needed and ensure proper maintenance and repair practices.
- Vehicle electrical and/or lighting systems and components to ensure accurate diagnosis and repair.
- Power train components (e.g., engine, transmission, differential) to ensure accurate diagnosis, repair, and operability.
- Operational Safety and Health Agency and Department requirements (e.g., Personal Protective Equipment [PPE], Safety Data Sheet [SDS]) to ensure personal and personnel safety.
- Computer software (e.g., Microsoft Office Suite, fleet database) to generate necessary data, documents, and correspondence.
- Department code of conduct to professionally represent the Department.
- Proper grammar (e.g., spelling, punctuation, sentence structure) to ensure that written materials are complete, concise, and error-free.
- Equal Employment Opportunity (EEO) policies and procedures to ensure employees are protected from discrimination in the workplace.

Skill in:

- The operation and/or maintenance of motor vehicles for successful job performance.
- Properly operate various tools and/or equipment to maintain a fleet of vehicles.
- To communicate effectively with personnel at the technical level required to perform the duties of the job.
- Operate basic office equipment (e.g., fax machine, copier, scanner, computer) to perform the duties of the job.
- Perform mathematical computations (e.g., algebra, arithmetic) to perform the duties of the job.
- Effectively coordinate adequate inventory stock levels at multiple locations throughout the State to ensure operational readiness.

- Operation information technology devices (e.g., smartphones, computers, tablets) for correspondence, effective job performance, and communication.
- Operate computer software (e.g., Microsoft Office Suite, fleet database) to electronically compile and analyze data, produce reports, and manage operations.

Ability to:

- Interpret vehicle complaint forms and/or work orders and other written instruction to accurately complete job duties.
- Identify vehicle types (e.g., gas, electric, diesel, hydrogen) to accurately determine different fuel sources needed and ensure proper maintenance and repair practices.
- Maintain both manual and computer records to ensure proper job performance and accountability.
- Make accurate mathematical computations for effective job performance.
- Establish and maintain cooperative relationships with those contacted in the workplace to create a cohesive environment and productivity.
- Work in a stressful environment to make informed decisions.
- Read automotive repair manuals, charts, invoices, and other related materials for effective job performance.
- Analyze situations accurately and take effective action for effective job performance.
- Project and evaluate cost effectiveness of maintenance and repair work for accurate cost-benefit analysis.
- Work independently to meet staffing and job requirements.
- Follow verbal or written directions to ensure consistency.
- Communicate verbally and in writing to effectively perform job duties.
- Operate tools and equipment to diagnose and properly maintain a fleet of vehicles.
- Locate and secure repair/maintenance services of outside agencies to facilitate best repair practices.
- Maintain a valid California driver license of the appropriate class issued by the Department of Motor Vehicles and good driving record to comply with the California Department of Human Resources and Department policies and procedures.

ELIGIBLE LIST INFORMATION

Servicewide, open eligible lists for the Automotive Technician II classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **24 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower

of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

This an open examination. Career credits do not apply.

SPECIAL PERSONAL CHARACTERISTICS

Applicants for Automotive Technician II positions are required to pass a drug screening test. (The drug screening test will be waived for employees who are currently in a designated "sensitive" classification for which drug testing is required under California Code of Regulations, Section 213.)

SPECIAL REQUIREMENTS

Possession of a valid California driver license of the appropriate classification issued by the Department of Motor Vehicles; and evidence of satisfactory arrest and driving record. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of headlamp and brake adjustment certificates. Possession of a motor vehicle pollution control device installer's license.

EXAMINATION INFORMATION

A study guide is available for your reference at [CALIFORNIA HIGHWAY PATROL](#).

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Written Test Dates: February 10, 2024

May 11, 2024

August 10, 2024

The written test will be given in such places in California as the number of competitors and conditions warrant.

TESTING DEPARTMENTS

State of California (all State of California's departments)

CONTACT INFORMATION

California Highway Patrol
Selection Standards and Examinations Section
601 North 7th Street
Sacramento, CA 95811
Examination Services: (916) 843-3820

California Relay Service: The California Relay Service enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, call 1-800-735-2922.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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, reproductive health decision-making, 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 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.

GENERAL INFORMATION

It is the competitor's responsibility to contact the California Highway Patrol, Selection Standards and Examinations Section, Examination Services, at (916) 843-3820, three days prior to the written test date if a notice has not been received.

Examination / Employment Application (STD 678) forms are available from the California Highway Patrol, the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

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 applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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) servicewide 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.