



# MOTOR CARRIER SPECIALIST I, CALIFORNIA HIGHWAY PATROL

## OPEN STATEWIDE EXAMINATION

**THE STATE OF CALIFORNIA 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.**

**IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. 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.**

**NOTE: Positions exist statewide.**

### FINAL FILING DATE

**October 22, 2020**

Applications (STD 678, Examination / Employment Application, Rev. 7-19 or later) 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.

**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 not recommended to use tracking postcard PS Form 3811, Domestic Return Receipt, as this may cause a delay in the processing of your application. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked.**

### HOW TO APPLY

**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 POSTSMARKED, RECEIVED VIA INTER-OFFICE MAIL, OR PERSONALLY DELIVERED AFTER THE FINAL FILING DATE WILL NOT BE ACCEPTED.**

**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. Resumes 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 shall mark the appropriate box in item number 10 on the application. Applicants will be contacted regarding specific arrangements.

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

### WRITTEN TEST DATE

**November 21, 2020**

### SALARY RANGE

**\$4,524-\$5,616**

**NOTE: Effective July 1, 2020, state employees are subject to wage reductions in exchange for Personal Leave Program (PLP) accruals. The salary reflected above does not represent this wage reduction. The specific rate and hours earned was negotiated and agreed upon by each bargaining unit. This information can be reviewed at <https://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx>.**

### ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the California Highway Patrol. This list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.

Competitors may retest after 18 months.

This is an open examination. Career credits do not apply.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

**NOTE: All applicants must meet the experience and/or education requirements for this examination by the written test date.**

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**

One year of experience performing the duties of a Commercial Vehicle Inspection Specialist I, Range B.

**Or II**

Five years of experience as an Officer, California Highway Patrol, assigned to commercial enforcement duties. Exclusive weight enforcement assignments are not considered as qualifying experience. Only verified commercial experience may be accepted.

**Or III**

Four years of experience in any one or a combination of the following:

1. As a journey level mechanic including mechanical repair and preventive maintenance programs. (Experience as a driver of a bus or truck and trailer or semi-trailer, heavy-duty trucking equipment may be substituted [on a month-for-month basis] for up to one year of the required journey level mechanic experience.) or
2. Automotive or mechanical engineering experience, at least one year of which shall have included extensive experience in the design, modification, or regulation of motor vehicle equipment. or
3. As a field supervisor, or a comparable position with a motor carrier, operating a fleet of heavy-duty motor trucking or bus vehicles with typical over-the-road operations.

(College education with major work in automotive or mechanical engineering may be substituted for the required experience on a year-for-year basis.) **(NOTE: If substituting college level courses for required experience, applications must contain the following information on all courses completed: Title, semester or quarter credits, name of institution, and completion date. Evidence of completion of required course work must be attached to the application at the time of filing [i.e., copy of transcript.] Applications received without this information will be rejected.)**

and

A safe driving record and possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles prior to appointment. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.

**DRUG TESTING  
REQUIREMENT**

Applicants for positions in this classification 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 PERSONAL  
CHARACTERISTICS**

Accuracy, adaptability, carefulness, concentration, cooperation, courage, courtesy, dedication, emotional control, enthusiasm, honesty, initiative, integrity, leadership, maturity, persuasiveness, positive attitude, productivity, professional ethics, punctuality, reliability, respectfulness, self-discipline, tactfulness, thoroughness, tolerance for unpleasant working conditions (e.g., noise, confined spaces, weather extremes), willingness to prepare paperwork, and willingness to travel throughout the State.

**ADDITIONAL DESIRABLE  
QUALIFICATIONS**

1. Education equivalent to completion of the twelfth grade.
2. Journey level mechanic experience with a heavy-duty vehicle repair facility or a motor carrier.

**THE POSITION**

This is the entry and journey level in this series. Under general supervision, inspects motor carriers for compliance with statutory and regulatory requirements relating to safety, maintenance, and operational practices; locates and informs previously unidentified carriers of compliance responsibility; evaluates the effectiveness of the carrier's preventive maintenance program and the adequacy and accuracy of record keeping related to driver's hours of service and controlled substance and alcohol testing; makes recommendations to motor carriers regarding improvement in procedures and practices; performs inspections and evaluations of school buses, youth buses, general public paratransit vehicles, school pupil activity buses, and farm labor vehicles, and certifies such vehicles annually; performs inspections and evaluations of tour buses and other buses, trucks, truck-tractors, pull-trailers, and semi-trailers; performs inspections and evaluations of flammable/combustible liquid cargo tanks and hazardous waste transporter terminals, containers, and vehicles; performs bus and truck terminal and Biennial Inspection of Terminals inspections, and assigns terminal ratings; performs initial and regular inspections of Inspection and Maintenance Station licensees; follows safe working practices; performs carrier initial and renewal fitness evaluations and makes recommendations regarding the granting of Public Utilities Commission's operating authority; inspects carrier and shipper facilities for compliance with State and Federal regulations pertaining to the packaging, labeling, marking, loading, storage, and documentation of hazardous materials and wastes; instructs carrier and carrier employees on proper procedures and methods to achieve compliance, and takes appropriate action when carrier is out of compliance; understands the Department's expectations and commitment to service by upholding established professional values, and complies with departmental policy; prepares Weekly Field Activities Reports and comprehensive written reports of inspections conducted; makes detailed investigations of vehicles involved in accidents to determine if the cause was mechanical, and when called upon, serves as a technical expert on a multidisciplinary accident investigation team to investigate complex or multiple fatality motor vehicle accidents; provides technical information and guidance to individuals with varying levels of understanding; assists in assembling data for the preparation of complaints, reports, and exhibits; testifies as a witness in proceedings before the courts and transportation regulatory agencies; uses personal computer to access data and to complete forms and documents; organizes and accomplishes own workload effectively; and maintains assigned suspense files, logs, publications, manuals, vehicle, and equipment.

Positions exist statewide.

**EXAMINATION INFORMATION**

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained. **Competitors who do not appear for the written test will be disqualified.**

**Scope:**

In addition to evaluating the competitor's 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:

- Proper use of the English language.
- Mechanical terminology common to motor carrier personnel.
- Automotive, bus, and truck mechanics.
- Construction and equipment systems of different types of motor vehicles.
- Standards of mechanical condition.
- Safe working practices, occupational safety practices, and accident prevention techniques.

Ability to:

- Read, comprehend, and write English at a level required for successful job performance.
- Read, comprehend, and follow applicable laws, rules, regulations, and departmental policies and procedures.
- Communicate orally in public and on a one-to-one basis.
- Write clear, accurate, and concise reports.
- Follow oral and written instructions.
- Manage own time, prioritize tasks, and multi-task.
- Work effectively in stressful situations.
- Apply general rules and principles to specific situations.
- Reach a conclusion by analyzing all available information.
- Detect unsafe equipment and operating practices.
- Use basic tools and safety equipment.
- Perform inspections safely.
- Perform mathematical calculations using addition, subtraction, multiplication, division, fractions, decimals, and percentages, and to determine the appropriate formula to use in calculations.
- Interact effectively with others and work as a team member.
- Remember detailed job-related information.
- Use maps.
- Detect audible warning devices.
- Maintain sufficient physical ability and dexterity to allow proper inspection of vehicles and cargo tanks.
- Read small letters and numbers primarily associated with the inspection of commercial vehicles, including but not limited to small gauge readings and vehicle identification numbers.
- Operate an assigned motor vehicle.
- Anticipate and recognize problems and take effective action.
- Effectively use assigned computer and other computer-related hardware.

**VETERANS' PREFERENCE**

**Veterans' Preference:** Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

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**HIRING INFORMATION**

**Background Investigation:** The California Highway Patrol conducts a background investigation to determine the competitor's suitability for employment. Information collected for a background investigation after the examination is distinct from that required on the Examination/Employment Application (STD. 678, Rev. 7-19 or later), which is completed prior to the examination. You may be requested to divulge conviction history on the background investigation form that is not required of you when completing the STD. 678. Fingerprints of competitors are also taken as part of the background investigation.

**Medical Examination:** The California Highway Patrol requires a medical examination be conducted of applicants for positions in this classification by a licensed physician to determine the competitor's suitability for employment. The medical examination ensures competitors are free from any medical condition that might adversely affect job performance.

**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.

Applications (STD. 678, Rev. 7-19 or later) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, CalHR, and the CalHR Web site at [www.jobs.ca.gov](http://www.jobs.ca.gov).

Applicants who meet the requirements stated on this bulletin may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. All competitors who pass will be ranked according to their scores.

The California Highway Patrol 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 a revision will be in accordance with civil service law and rules and all competitors will be notified.

**Written Test Location(s):** The written test will be given in such places in California as the number of competitors and conditions warrant.

**General Qualifications:** Competitors 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 classification.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows; 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) An entrance examination is defined, under the law, as any open competitive examination; and 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by CalHR. Directions to apply for Veterans' Preference are on the Veterans' Preference for Examinations form (CalHR 1093), which is available at [www.jobs.ca.gov/calhrpublic/landing/jobs/veteransinformation.aspx](http://www.jobs.ca.gov/calhrpublic/landing/jobs/veteransinformation.aspx), from written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

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, 1-800-735-2922.