



MOTOR CARRIER SPECIALIST II, CALIFORNIA HIGHWAY PATROL

PROMOTIONAL EXAMINATION FOR CALIFORNIA HIGHWAY PATROL EMPLOYEES

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

QR 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 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. Resumés 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

December 5, 2020

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held during January/February 2021.

SALARY RANGE

\$5,377-\$6,677

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>.

WHO SHOULD APPLY

1. Applicants must have a permanent civil service appointment with the California Highway Patrol

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

as of the final filing date, in order to participate in this examination; or

2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

NOTE: Persons applying for this examination who are using United States military experience must attach a copy of their DD214, Certificate of Release or Discharge from Active Duty, to the application (STD. 678) form.

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.

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

Two years of experience performing the duties of a Motor Carrier Specialist I, California Highway Patrol.

Or II

Four years of experience providing a thorough knowledge of modern operating practices and of maintenance of heavy-duty motor vehicle equipment. This experience shall have been in a responsible capacity such as:

1. Shop supervisor in charge of mechanical and preventative maintenance, or safety engineer with preventative maintenance experience, with a motor carrier operating a fleet of 20 or more heavy-duty motor vehicles. Or
2. Automotive equipment engineering or technical experience with a highway carrier or a transportation regulatory agency.

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.

(College education with major work in automotive or mechanical engineering may be substituted for not more than two years of the required experience on the basis of two years of college being equivalent to one year of experience.) **(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.)**

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 QUALIFICATION

Education equivalent to completion of the twelfth grade.

THE POSITION

Under direction plans, organizes, and directs the work of field Motor Carrier Specialist I personnel or when assigned to headquarters, acts as a staff assistant to the Motor Carrier Specialist III, California Highway Patrol, or Manager, Motor Carrier Safety Program, California Highway Patrol; understands the Department's expectations and commitment to service by upholding established professional values; complies with departmental policy and employee bargaining unit contracts; conducts ongoing field training for assigned Motor Carrier Specialist I personnel on a one-to-one basis, and provides training and technical presentations for industry, allied agencies, and departmental employees; performs specialized administrative functions; supervises and evaluates the work of Motor Carrier Specialist I subordinates and assists with inspections and investigations; follows and ensures safe working practices; reviews and evaluates the effectiveness of field inspection and investigation activities; advises carriers and assists in developing programs for vehicle inspection and maintenance; communicates with carriers to ensure compliance and respond to complaints; identifies and enforces laws and regulations when carrier is out of compliance; meets, confers, and maintains liaison with allied agencies and a variety of public and private organizations to gain compliance and respond to complaints; provides technical information and guidance to departmental personnel, carriers, and the public; provides technical information regarding hazardous materials transportation to field enforcement personnel and to other State agencies as requested; testifies as an expert witness in proceedings before the courts and transportation regulatory agencies; approves recommendations regarding the granting of Public Utilities Commission's (PUC) operating authority and Department of Motor Vehicles Motor Carrier of Property Permits; gathers and compiles data for administrative reports and analyzes statistical reports; prepares and edits a variety of memorandums, reports, and forms; uses computer to send and receive messages, prepare forms and documents, and access data and documents; maintains assigned publications, manuals, and unit equipment and vehicles; organizes and accomplishes own workload effectively; and supports the Department's Equal Employment Opportunity Program.

EXAMINATION INFORMATION

This examination will consist of a pass/fail written test and a Qualifications Appraisal Interview weighted 100%. **Competitors who do not appear for any phase of the examination will be disqualified.** In order to obtain a position on the eligibility list, an overall minimum score of 70% must be attained. In addition, a minimum score of 70% must be attained in each part of the examination for weighted examinations.

Written Test – Pass/Fail

Scope:

- A. Reading Comprehension.
- B. Departmental Policy, Procedures, and Guidelines.
- C. State and Federal Statutes and Regulations of Motor Carriers.
- D. Supervisory, Collective Bargaining Contract (MOU), and Personnel Issues.

Qualifications Appraisal Interview – Weighted 100%

The Qualifications Appraisal Interview will include a number of predetermined job-related questions pertaining to the areas shown under Scope.

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.
- The construction and equipment systems of different types of motor vehicles.
- Standards of mechanical condition.
- Safe working practices, occupational safety practices, and accident prevention techniques.
- State and Federal regulations and laws pertaining to motor carriers, hazardous materials, and to hazardous materials packaging, labeling, marking, loading, storage, placarding, and documentation.
- Departmental policies and procedures relevant to motor carriers.
- The types of, and the dangers associated with, hazardous materials, hazardous substances, and hazardous waste.
- The packaging requirements for hazardous materials and hazardous waste.
- Departmental operating practices.
- Division Standard Operating Procedures.
- Departmental and industry abbreviations and acronyms.
- Systematic and thorough inspection procedures and techniques to detect statutory and regulatory violations.
- Motor carrier fitness evaluations for PUC, Controlled Substance and Alcohol Testing requirements, and property permit requirements.
- Motor carrier equipment and facilities, and maintenance and operating practices.
- Record-keeping requirements for drivers and for maintenance practices.
- Hazardous waste transporter terminal, vehicle, and container requirements.
- Flammable/combustible liquid cargo tanks.
- Departmental form completion, report writing, and correspondence procedures.
- Cultural diversity, the Department's sexual harassment policy, and a supervisor's role in maintaining a work environment that is free of discrimination and harassment.
- The Department's Equal Employment Opportunity Program objectives.
- A supervisor's role in the Department's Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

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 reading and vehicle identification numbers.
 - Operate an assigned motor vehicle.
 - Anticipate and recognize problems and take effective action.
 - Use assigned computer and other computer-related hardware.
 - Interpret and apply statutory and regulatory requirements.
 - Interpret and apply State and Federal regulations and Department policy.
 - Read and comprehend correspondence, contracts, documents, and specifications.
 - Prepare detailed and complex reports, forms, and correspondence.
 - Review and edit reports.
 - Compile and analyze data.
 - Determine and recommend corrective measures to carriers.
 - Identify training needs and conduct field training on a one-to-one basis.
 - Instruct classes for industry, allied agencies, and departmental employees.
 - Review and evaluate field investigations.
 - Detect improper maintenance practices.
 - Appraise the condition of automotive equipment.
 - Perform detailed mechanical inspections to determine if the mechanical condition of a vehicle contributed to an accident.
 - Analyze work-related situations accurately.
 - Operate and test brake and lighting systems.
 - Operate commercial vehicle controls and specialized tools and equipment.
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- Supervise, direct, and evaluate the work of a group of subordinates, maintain the confidence and cooperation of employees in leading by example, and understand and fairly apply

- progressive disciplinary measures to improve employee performance.
- Maintain cooperative relations with allied agencies and labor organizations.
- Testify as an expert witness.
- Operate a personal computer and standard office equipment.
- Maintain a working environment free from discrimination and sexual harassment.
- Promote and effectively contribute to the Department's Equal Employment Opportunity Program and objectives.

VETERANS' PREFERENCE

Veterans' Preference credit is not granted in promotional examinations.

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.

If the competitor did not receive a notice of oral interview prior to the day of the interview due to verified postal error, the competitor will be rescheduled upon written request.

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.

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 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.

Interview Location(s): It is anticipated that interviews will be scheduled in such places in California as the number of competitors and conditions warrant.

Competition is limited to those who meet one of the criteria listed under "Who Should Apply" and "Requirements for Admittance to the Examination." Under certain circumstances others may be allowed to compete under the provisions of California Code of Regulations (CCR), Sections 234, 235, and 235.2. The CCR Sections 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or CalHR.

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.

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.

(Rev. 12-19)
