



# MOTORCYCLE MECHANIC

## 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:** This is an open statewide examination administered by the California Highway Patrol for all state agencies.

### FINAL FILING DATE

**December 10, 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.

**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 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.

### CONTACT INFORMATION

Examination Services: 916-843-3820

### SALARY RANGE

\$3,945-\$4,542

**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

An open servicewide eligible list will be established for all state departments. 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 this list can be abolished any time after 12 months based on the needs of the service.

Competitors may retest after 12 months.

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

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

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

Possession of a driver license valid for the operation of any two-wheeled motorcycle. (Persons applying for this examination must attach proof of a driver license valid for the operation of any two-wheeled motorcycle to the application [STD. 678] form.)

**AND**

Three years of experience as a journey level motorcycle mechanic. One year of this experience shall have included major repair, overhaul, and maintenance of large displacement motorcycles of the type used by traffic law enforcement agencies.

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**DRUG TESTING REQUIREMENT** Applicants for positions in the following 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** Willingness to work outside normal working hours on an emergency or standby basis; a satisfactory driving record; and willingness to operate a motorcycle.

**THE POSITION** The Motorcycle Mechanic is the journey person working level of the Motorcycle Mechanic series. A Motorcycle Mechanic performs work involved in the adjustment, servicing, and repair of motorcycles and auxiliary equipment.

**EXAMINATION INFORMATION** This examination utilizes an evaluation of each candidate's experience and education compared to a standard developed from the classification specification. For this reason, it is especially important each candidate take special care in accurately completing the application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement. Supplementary information will be accepted; however, each candidate must read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff performing the evaluation.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**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:

- Methods, materials, tools, and equipment used in the adjustment, repair, and maintenance of motorcycles and auxiliary equipment used in law enforcement work.

Ability to:

- Properly adjust, repair, and operate motorcycles and auxiliary equipment.
- Inspect motorcycles and locate defects.
- Use tools required to repair motorcycles and auxiliary equipment.
- Maintain motorcycles service records and inventory records of parts and supplies.
- Follow oral and written directions.
- Analyze situations accurately and take effective action.
- Read and write at an appropriate level.

**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

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.

**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 Examination 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.