



LEAD AUTOMOBILE MECHANIC

PROMOTIONAL EXAMINATION FOR CALIFORNIA HIGHWAY PATROL EMPLOYEES

THE STATE OF CALIFORNIA IS AN EQUAL EMPLOYMENT 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: A position exists in Yolo County.

FINAL FILING DATE

October 28, 2021

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 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

916-843-3820

SALARY RANGE

Range A \$4,342-\$4,991
Range B \$4,754-\$5,477

WHO SHOULD APPLY

1. Applicants must have a permanent civil service appointment with the California Highway Patrol 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 this list can be abolished any time after 12 months based on the needs of the service.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Competitors may retest after 12 months.

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.

Experience: Three years of experience within the last ten years, comparable to that of an Automobile Mechanic in the California state service. (This time limitation is extended for a period of time equivalent to that spent in military service during the last ten years.) **And**

Education: Equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

THE POSITION

A Lead Automobile Mechanic works with, leads, instructs, and is in charge of a group of automobile mechanics, and assists with the work in connection with major repairs to automotive equipment, including major engine overhauls, tune-ups, relining and adjusting of brakes, wheel aligning, transmission and differential replacement and repair, electrical replacement and repair, and minor body repairs. A Lead Automobile Mechanic inspects automotive equipment to determine the corrective action necessary; operates and maintains automotive shop equipment; advises in the selection and storage of automotive parts and equipment; estimates the cost of automotive repairs; instructs operators in the proper operation and servicing of their equipment; does minor welding and brazing work; keeps simple records and makes reports.

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 70.00% must be attained.

Scope:

Knowledge of:

- Methods, tools, materials, and equipment used in the maintenance, adjustment, and repair of automotive equipment.
- Preventive maintenance methods for automotive equipment.
- Principles of effective supervision.

Skill in:

- Adjustment and repair of automotive equipment.

Ability to:

- Operate machine tools used in automotive repair and do welding and brazing work.
- Inspect automotive equipment to locate defects, and estimate the cost of repairs.
- Requisition and store a supply of automotive parts.
- Keep records and make efforts.
- Instruct and supervise assistants.
- Follow oral and written directions.
- Analyze situations accurately and take effective action.

VETERANS' PREFERENCE

Veterans' Preference credit is not granted in promotional examinations.

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.

Applicants who meet the requirements stated on this bulletin may take this examination, which is competitive. Possession of the entrance requirements does not assure 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.

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. 8-20)
