



COMMERCIAL VEHICLE INSPECTION SPECIALIST

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

September 30, 2022

Applications (STD. 678, Examination / Employment Application, Rev. 12-21 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

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 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 APPLICATION PACKAGES WILL NOT BE ACCEPTED. APPLICATION PACKAGES POSTMARKED AFTER THE CUT-OFF DATE OR RECEIVED 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. 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 19, 2022

CONTACT INFORMATION

Examination Services: (916) 843-3820

SALARY RANGE

Range A \$3,830-\$4,787
Range B \$4,352-\$5,494

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 the 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.

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.

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 duties in automotive or heavy equipment services and repair at a level not less than an Automotive Technician Trainee, Department of the California Highway Patrol.

Or II

One year of experience as an auto, truck, or construction equipment mechanic; bus driver; driver of any commercial truck which required a Class A or B driver license; or any position which required the knowledge of the mechanics, size-weight, registration requirements, or load and safety regulations of heavy duty commercial vehicles.

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

Emotional control, tolerance for unpleasant working conditions (e.g., noise, exhaust fumes, confined spaces, extremes of temperature), attention to detail, and patience.

SPECIAL REQUIREMENTS

Evidence of satisfactory arrest and driving records.

THE POSITION

Under close supervision, a Commercial Vehicle Inspection Specialist's duties involve weighing and complete inspection of commercial type vehicles, with regard to the condition of vehicle components and systems, registration requirements, loading, required equipment, and compliance with the California Vehicle Code and other laws, rules, and regulations governing these vehicles, and performing other related duties.

Commercial Vehicle Inspection Specialists follow established safe working practices; establish and maintain good communication with driver; inspect driver's license, log book, documents, and driver's physical condition; perform routine inspections on commercial type vehicles to determine if they comply with weight, size, load containment/securement, hazardous materials, safety, and equipment requirements, and inspect and test all types of commercial vehicle components and systems for compliance with the Vehicle Code and other applicable laws and regulations, and refer violators to an enforcement officer for action; operate scale console to weigh commercial vehicles; monitor approaching traffic and select commercial vehicles for inspection; maintain logs, document inspections, and complete other job-related forms; check vehicle registration, permits, and shipping papers; assist an officer if an emergency arises; provide directions and information to the public and allied agencies; attend briefings and training days, and train new personnel to conduct inspections; and inspect commercial vehicles that have been involved in an accident.

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 attained. **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:

- Different types of commercial vehicles and their components.
- Basic commercial vehicle mechanics (i.e., the functions of parts and systems in commercial vehicles and how their components interact).

Ability to:

- Represent the CHP positively to the public.
- Work cooperatively with coworkers and members of allied agencies.
- Be firm and tactful in dealing with the public.
- Communicate effectively with the public, allied agencies, and coworkers.
- Identify odors that indicate a violation or hazard.
- Correctly use protective devices.
- Hear sufficiently to safely and effectively conduct inspections.
- See fine details (e.g., small hairline cracks, small print on documents).
- Perform under stress.
- Have sufficient physical strength, coordination, balance, dexterity, and flexibility required to perform commercial vehicle inspections.
- Sit and/or stand for extended periods of time.
- Prepare clear, accurate, and legible reports and forms.
- Read and comprehend written instructions, policies, procedures, maps, and complex laws, rules, and regulations.
- Perform mathematical calculations using addition, subtraction, multiplication, division, fractions, decimals, and percentages to determine violations.
- Operate a personal computer.
- Use a calculator, ruler, and tape measure.
- Work odd or unusual hours including weekends and holidays.

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.

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. 12-21 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. 12-21 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 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 Examination form (CalHR 1093), which is available at 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.

(Rev. 04-22)
