



AUTOMOTIVE TECHNICIAN II

Exam Code: 2HP87

Department: State of California

Exam Type: Servicewide, Open

Final Filing Date: 12/08/2022

CLASSIFICATION DETAILS

Automotive Technician II: \$4,057 - \$5,135 per month

View the Automotive Technician II classification specification at

[Automotive Technician Series - CalHR](#)

APPLICATION INSTRUCTIONS

Final Filing Date: December 8, 2022

Applications (STD. 678, Examination / Employment Application) 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.

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **six (6)** months.

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 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.

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. Résumés 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 due to a verified disability or medical condition, shall mark the appropriate box in item number 10 on the application. Applicants will be contacted regarding specific arrangements.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements by the final filing date to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Automotive Technician II

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 the duties of an Automotive Technician I. (Promotional candidates who are within six months of satisfying the experience requirement of this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

Or II

Three years of experience in maintenance of motor vehicles either: (a) in a major vehicle repair facility; (b) an automobile agency; or (c) a garage. Experience shall have included at least one year scheduling the servicing of vehicles, or experience in the installation, adjustment, or repair of specialized automotive electrical accessories or equipment. (College or trade school education in automotive mechanics or automotive engineering may be substituted for the required general experience on a year-for-year basis.)

POSITION DESCRIPTION

Automotive Technician II

This is the lead and advanced journeyman level. Incumbents perform in one of the following work settings: (1) act as leadpersons to oversee the work of two or more journeymen and subordinates in maintaining a large fleet of vehicles; (2) maintain a fleet of vehicles; perform preventative maintenance; schedule and verify maintenance

and repair; make mechanical and electrical repairs and adjustments; diagnose and inspect motor vehicles and accessories for needed repairs; secure and maintain both manual and computer records on maintenance and servicing of a fleet of vehicles; arrange for disposal of hazardous materials; interpret repair manuals and related materials; maintain tools and equipment; order and maintain inventory of automotive parts and supplies; and (3) oversee equipment installation including the assembly, installation, removal and repair of special enforcement and emergency equipment on motor vehicles, recondition used vehicles, and perform the more complex installation functions including fabrication of new equipment installation techniques. Successful performance of many of the duties performed by this class require incumbents to crawl underneath a vehicle/down under the dashboard/into the trunk; lift and carry tires up to 60 pounds in weight; and work in varying, and sometimes extreme, temperatures.

EXAMINATION SCOPE

This examination consists of the following components:

Written Test – Weighted 100% of the final score.

The examination will consist solely of a written test. To obtain a position on the eligible list, a minimum score of 70% must be attained. **Competitors who do not appear for the written test will be disqualified.**

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

- Automotive equipment terminology and parts used in automotive maintenance and repair, how they interact, and where they are located.
- Preventative maintenance and repair procedures.
- Service requirements of motor vehicles.
- Record-keeping procedures.
- Components of a vehicle, how they work and their interrelationships, and where they are located.
- Safe use of a large variety of electric and air-powered tools and their accessories, such as electric drill motors, air-powered impact wrenches, and various small hand tools.
- Proper size and type of wiring terminal or connector when making electrical connections.
- Proper hardware needed to mount various pieces and specialty equipment.

- Tools, equipment, and methods used in testing and repairing automotive equipment and automotive accessories.
- Safety equipment and procedures for hazardous materials.

Ability to:

- Maintain both manual and computer records.
- Make accurate arithmetical computations.
- Establish and maintain cooperative relationships with those contacted in the work.
- Demonstrate skill in the operation and maintenance of motor vehicles.
- Diagnose automotive equipment malfunctions and make or order necessary repairs.
- Read automotive repair manuals, charts, invoices, and other related materials.
- Analyze situations accurately and take effective action.
- Project and evaluate cost effectiveness of maintenance and repair work.
- Work independently.
- Follow directions.
- Effectively communicate verbally and in writing.
- Operate tools and equipment used to diagnose and properly maintain a fleet of vehicles.
- Locate and secure repair-maintenance services of outside agencies that can perform the work which exceed the capabilities of your shop or are more efficient.

ELIGIBLE LIST INFORMATION

Servicewide, open eligible lists for the Automotive Technician II classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **24 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

This an open examination. Career credits do not apply.

SPECIAL PERSONAL CHARACTERISTICS

Applicants for Automotive Technician II positions 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 REQUIREMENTS

Possession of a valid California driver license of the appropriate classification issued by the Department of Motor Vehicles; and evidence of satisfactory arrest and driving record. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of headlamp and brake adjustment certificates. Possession of a motor vehicle pollution control device installer’s license.

EXAMINATION INFORMATION

A study guide is available for your reference at [CALIFORNIA HIGHWAY PATROL](#).

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Written Test Date: January 28, 2023

The written test will be given in such places in California as the number of competitors and conditions warrant.

TESTING DEPARTMENTS

California Highway Patrol

California Department of Forestry and Fire Protection

CONTACT INFORMATION

California Highway Patrol
Selection Standards and Examinations Section
601 North 7th Street
Sacramento, CA 95811
Examination Services: (916) 843-3820

California Relay Service: 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.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. 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.

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.

Examination / Employment Application (STD 678) forms are available from the California Highway Patrol, the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources 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 laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.