



# **AUTOMOTIVE EQUIPMENT STANDARDS ENGINEER**

**Exam Code: 3HP21**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Dates:** Continuous

## **CLASSIFICATION DETAILS**

**Automotive Equipment Standards Engineer – Range A** - \$5,995-\$7,149 per month  
**Range B** - \$6,865-\$8,590 per month

Range A – This range shall apply to any incumbent who does not meet the criteria for Range B.

Range B – This range shall apply to any incumbent who has satisfactorily completed either:

1. Twelve months of Automotive Equipment Standards Engineer, Range A, experience, **OR**
2. One year of engineering work beyond the bachelor's degree. **OR**
3. A Master's Degree in Engineering.

View the **Automotive Equipment Standards Engineer** classification specification at <https://www.calhr.ca.gov/state-hr-professionals/Pages/3649.aspx>

## **APPLICATION INSTRUCTIONS**

**Final Filing Dates:** Continuous, application packages will be processed every month.

**The 2023 cut-off dates will be:**

- January 26, 2023
- February 23, 2023
- March 30, 2023
- April 27, 2023
- May 25, 2023
- June 29, 2023
- July 27, 2023
- August 31, 2023
- September 28, 2023
- October 26, 2023
- November 30, 2023
- December 21, 2023

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 as stated on this exam bulletin 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 Equipment Standards Engineer**

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**

Equivalent to graduation from a curriculum accredited by the Engineer's Council for Professional Development or electrical engineering;

**Or II**

Possession of equivalent qualifications may be demonstrated by graduation from an engineering curriculum which includes the basic engineering courses normally required in a standard four-year engineering curriculum and by qualifying in a written examination covering engineering. (Registration as a senior in such a curriculum will admit the applicant to the examination, but the applicant must produce evidence of graduation before he/she will be considered eligible for appointment.)

**Or III**

Possession of a valid certificate as an engineer-in-training as issued by the California State Board of Registration for Professional Engineers may be substituted for the required education.

## **POSITION DESCRIPTION**

### **Automotive Equipment Standards Engineer**

Under close supervision, performs less difficult work in connection with a program for evaluating and regulating automotive equipment; devises and conducts tests and experiments and develops standards for automotive equipment and safety devices; and performs other related work.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

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

**Ability to:**

- Conduct research on subjects related to automotive safety.
- Develop tests, testing equipment, and standards for regulation of equipment used on motor vehicles.
- Analyze situations accurately and take effective action.
- Maintain cooperative relations with members of the Department and with manufacturers and dealers in automotive equipment.

**ELIGIBLE LIST INFORMATION**

Service-wide, open eligible lists for the Automotive Equipment Standards Engineer 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 examination 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 is an open examination. Career credits do not apply.

**EXAMINATION INFORMATION**

All applicants who meet the requirements for admittance to this examination will be required to complete a Training & Experience Examination, in addition to the application (STD.678). The information on the Training & Experience Examination will be used to assess, on a competitive basis, each applicant's relevant training and experience.

**Applicants who do not complete the Training & Experience Examination will be eliminated from the examination.**

To obtain copies of the Employment Application (STD. 678) and Training & Experience Examination go to the links in the "How to Apply" section above. Application packages submitted without these documents will be rejected.

**PREPARING FOR THE EXAMINATION**

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

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

## **TAKING THE EXAMINATION**

To take the examination for the **Automotive Equipment Standards Engineer**, follow the steps below.

**Step 1.** Access the Training & Experience Examination at <https://www.chp.ca.gov/CHPCareersSite/Documents/AESE.pdf>.

**Step 2.** Print and complete the Training & Experience Examination.

**Step 3.** Submit the completed examination following the instructions provided in the “How to Apply” section of this bulletin.

## **TESTING DEPARTMENTS**

State of California (all State of California departments)

## **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**

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.

**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), 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 candidates are also taken as part of the background investigation.

**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.