



# PROPERTY INSPECTOR (SPECIALIST)

**Exam Code: 3HP27**

**Department: State of California**

**Exam Type: Servicewide, Open**

**Final Filing Dates: Continuous**

## CLASSIFICATION DETAILS

**Property Inspector (Specialist)** – \$4,332 - \$5,420 per month

View the **Property Inspector (Specialist)** classification specification at  
<https://www.calhr.ca.gov/state-hr-professionals/Pages/1547.aspx>

## APPLICATION INSTRUCTIONS

**Final Filing Date:** Continuous, application packages will be processed every quarter.

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

- March 30, 2023
- June 29, 2023
- September 28, 2023
- December 21, 2023

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.**

**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.**

## **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.

### **Property Inspector (Specialist)**

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**

One year of experience in the California state service performing the duties of Property Controller I or six months performing the duties of Property Controller II.

#### **Or II**

Two years of experience inventorying and maintaining property and equipment control records in the California state service. (Experience below the Office Assistant II level is not considered qualifying.)

#### **Or III**

Three years of experience inventorying and maintaining control records for a wide variety of property and equipment or expendable store keeping items.

## **POSITION DESCRIPTION**

### **Property Inspector (Specialist)**

A Property Inspector (Specialist), under direction, is responsible for the operation of a complex property control system with widely dispersed property. The position is responsible for the Department’s statewide property acquisitions, transfers, and surveys. The position travels throughout the state.

## **EXAMINATION INFORMATION**

This examination consists of the following component:

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

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 "Minimum Qualifications" shown on this announcement. Supplementary information will be accepted; however, each candidate must read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff performing the evaluation.

Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required.

## **ELIGIBLE LIST INFORMATION**

Service-wide, open eligible lists for the Property Inspector (Specialist) 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.

## **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.