



# **AUTOMOTIVE TECHNICIAN I**

**Exam Code: 3HP26**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Continuous

## **CLASSIFICATION DETAILS**

**Automotive Technician I:** \$3,735 - \$4,672 per month

View the **Automotive Technician I** classification specification at [Automotive Technician Series - CalHR](#)

## **APPLICATION INSTRUCTIONS**

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

**The Year 2023 Cut-Off Dates Will Be:**

- **March 2, 2023**
- **April 6, 2023**
- **May 4, 2023**
- **June 1, 2023**
- **July 6, 2023**
- **August 3, 2023**
- **September 7, 2023**
- **October 5, 2023**
- **November 2, 2023**
- **December 7, 2023**

Applications (STD. 678, Examination / Employment Application, Rev. 12-21 or later) must be **POSTMARKED** no later than the cut-off date. Applications postmarked, personally delivered, or received via interoffice mail after the cut-off date will be held for the next administration of the examination. **Application packages will be processed monthly.**

**NOTE: Dates printed on mobile bar codes, such as the 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 a complete application package to the address indicated below. To obtain copies of the Employment Application and Training & Experience Examination and signed Affirmation Statement, go to the links below.

- **Examination / Employment Application (STD. 678)**  
<https://jobs.ca.gov/pdf/STD678.pdf>
- **Training & Experience Examination and signed Affirmation Statement**  
<https://www.chp.ca.gov/CHPCareersSite/Documents/AutoTechI.pdf>

**NOTE: Applicants may have only one active application in process at a time.**

### **Submit application packages to:**

California Highway Patrol  
Selection Standards and Examinations Section  
P. O. Box 942898  
Sacramento, CA 94298-0001

**OR application packages 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. 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 cut-off 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 I**

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 service or repair at a level not less than an Automotive Technician Trainee. (Applicants who have completed six months of the required experience will be admitted to the

examination but must satisfactorily complete the required experience before they can be considered eligible for appointment.)

### Or II

Two years of experience in servicing and repairing motor vehicles in a garage, motor vehicle agency, or other major vehicle repair facility. (College or trade school education in automotive mechanics or automotive engineering may be substituted for the required experience on a year-for-year basis.) (Applicants who are substituting education for experience and are within 15 semester units or 22 1/2 quarter units of completing the education requirement will be admitted to the examination but must satisfactorily complete the required education before they can be considered eligible for appointment.)

## POSITION DESCRIPTION

### Automotive Technician I

This is the journeyman level. Automotive Technician Is assemble, install, repair, or remove special enforcement and emergency equipment; and do other related work. 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. Automotive Technician Is may also be required to act as leadpersons to review and/or oversee work performed by other automotive maintenance and repair personnel.

## EXAMINATION INFORMATION

This examination will consist of a Training & Experience Examination weighted 100%.

All candidates who meet the requirements for admittance to this examination will be required to complete a Training & Experience Examination. The information on the Training & Experience Examination will be used to assess, on a competitive basis, each candidate's relevant training and experience. The Training & Experience Examination will be evaluated by using a predetermined rating criteria. In order to obtain a position on the eligible list, a minimum score of 70% must be attained. **Competitors who do not complete the Training & Experience Examination will be eliminated from the examination.**

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:

### 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.

**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.
- Work under stress in an assembly line environment.

## **ELIGIBLE LIST INFORMATION**

Servicewide, open eligible lists for the Automotive Technician I 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 I 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.

## **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**

To apply for this examination, you must submit a complete application package to the address indicated on this bulletin.

## **TESTING DEPARTMENT**

State of California (all State of California’s 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 classification.

**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.