



# PROPERTY INSPECTOR (SPECIALIST)

**Exam Code: 4HP08**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Dates:** Continuous

## CLASSIFICATION DETAILS

**Property Inspector (Specialist):** \$4,462 - \$5,583 per month

View the **Property Inspector (Specialist)** classification specification at [Property Inspector \(Specialist\) - CalHR](#)

## APPLICATION INSTRUCTIONS

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

**The Year 2024 Cut-Off Dates Will Be:**

- January 25, 2024
- February 29, 2024
- March 28, 2024
- April 25, 2024
- May 30, 2024
- June 27, 2024
- July 25, 2024
- August 29, 2024
- September 26, 2024
- October 24, 2024
- November 21, 2024
- December 19, 2024

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. **Applications 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 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:**

Applications may be submitted electronically. To apply for this examination electronically, you may complete the application below, and email in PDF format to [Examinations@chp.ca.gov](mailto:Examinations@chp.ca.gov). Applications must be signed and dated.

**DO NOT include your Social Security Number on the application.**

NOTE: The application must be electronically received (not postmarked) by Selection Standards and Examinations Section by 11:59 p.m. no later than the cut-off date posted above.

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>

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

If you choose to not apply electronically, a hard copy application may be submitted through an alternative method listed below:

### **Submit application 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 APPLICATIONS WILL NOT BE ACCEPTED. APPLICATIONS 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.**

## **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.

### **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 will consist of an Education and Experience Evaluation weighted 100%:

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 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**

Willingness to travel throughout the State for extended periods of time.

## **ADDITIONAL DESIRABLE QUALIFICATIONS**

Education equivalent to completion of the twelfth grade.

## **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.

## **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: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## **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, reproductive health decision-making, 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.