CALIFORNIA HIGHWAY PATROL

Training & Experience Examination Instructions

EXAMINATION INFORMATION

All parts of this examination belong to the California Highway Patrol

HOW TO COMPLETE YOUR TRAINING & EXPERIENCE EXAMINATION

• Read the instructions on the Training & Experience Examination carefully before you begin.
• Please note that your overall score will be determined solely by the information you provide on this Training & Experience Examination. Information on your application will not be used to determine your final score.
• Please utilize the checklist below to complete the 4 sections in the examination.

☐ Section 1: Employment/Education Verification
  • Provide any previous and current Employment and/or Education information.
  • Use the Employment/Education Verification information to complete Section 2.

☐ Section 2: Task Ratings
  • Experience/Education column.
  • Frequency column.
  • Verification column.

☐ Section 3: Conditions of Employment
  • Mark the type of Appointment and Locations in which you are willing to work.

☐ Signature
  • Failure to include an original signature on page 4 of the examination may result in disqualification.

NOTE: INCORRECT MARKS OR BLANK RESPONSES WILL NOT BE SCORED AND MAY AFFECT YOUR OVERALL SCORE OR RESULT IN DISQUALIFICATION FROM THIS EXAMINATION.

An example of how to fill out the Training & Experience Examination has been provided on the next page. Please submit your completed Training & Experience Examination, along with a STD. 678, Examination/Employment Application, (Rev. 12-17 or later) as follows:

Mail to:

CALIFORNIA HIGHWAY PATROL
SELECTION STANDARDS & EXAMINATIONS SECTION
P.O. BOX 942898
SACRAMENTO, CA  94298-0001

Or hand deliver during regular business hours (8:00 a.m. to 5:00 p.m.) to the following location:

Hand Deliver to:

CALIFORNIA HIGHWAY PATROL
SELECTION STANDARDS & EXAMINATIONS SECTION
601 NORTH 7TH STREET
SACRAMENTO, CA  95811
Training Program Specialist

Training & Experience Examination

Read instructions carefully

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The Training Program Specialist examination consists of a Training & Experience Examination used to evaluate your education, training, and experience. The eligible list resulting from this examination process will be used by the California Highway Patrol to fill their existing positions.

This Training & Experience Examination will account for 100% of the weight of your examination for this classification. Therefore, please be sure to follow the instructions carefully.

Candidate’s Name:  John Doe
Social Security Number:  555-00-5555
Address:  1123 Mather Road, Sunny City, CA 91215
Phone Number:  123-233-4455

Section 1: Employment/Education Verification

Include any previous and current Employment and/or Education information that may apply to this examination. You will use this information to complete Section 2.

Contact may be made to confirm that you have paid or unpaid experience pertaining to the duties and requirements listed in this examination. List all Employment and/or Education information that applies.

EMPLOYMENT

Employment A

Job Title:  Training Coordinator
Organization Name and Address:  ABZ Corporate Agency, 123 Oak Ave., Sacramento, CA 95814
Dates Worked: From: 7/1/2010 To: 7/30/2013
Name of Supervisor(s) or Person(s) who can verify your job responsibilities:  Dana Clark
Contact Phone Number(s) of the above individual(s):  555-565-5656

EDUCATION

Education A

School Name and Address:  University of California, Sunny City
Degree(s) Earned:  Business Administration with Concentration in Communications
Date(s) Attended: From: 9/1/2005 To: 5/1/2010
## Section 2: Task Ratings

**Instructions:**
Respond to each of the following items by indicating how the statement applies to you. You are required to respond to every item.

Using the scales (Experience/Education, Frequency, Verification) provided below, you will rate your experience performing specific job-related tasks.

In responding to each item, use the information you listed in **Section 1: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).

For items 1-2, provide responses regarding your:
- "Experience/Education" – Using the Experience/Education rating scale identify the corresponding number for the amount of time, based on your experience and/or education that you have performed the item, and write that number in the Experience/Education box. Please complete this for each item.
- "Frequency" – Using the Frequency rating scale identify the corresponding number of times you have performed the item, and write the number in the Frequency box. Please complete this for each item.
- "Verification" – Mark the “Emp” and “Edu” boxes that match your employment and/or education listed in **Section 1: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).
  - Ensure you have marked at least one box for each item in the Verification column.
  - Make sure the Verification column is marked correctly for the Employment/Education you indicated.

<table>
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</tr>
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<td>1 – More than six months and up to one year.</td>
<td>1 – At least 1-10 times</td>
<td>Emp D □</td>
</tr>
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<td></td>
<td>0 – Zero to six months.</td>
<td>0 – 0 times</td>
<td>Emp __</td>
</tr>
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1. Develop Human Resources training curriculum (e.g. classification & pay, exam development, survey) to ensure a comprehensive class using Power Point, manuals, and handouts.

2. 2 □ Emp A □ Edu A
   □ Emp B □ Edu B
   □ Emp C □ Edu C
   □ Emp D □ Edu D
   □ Emp __
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<td>0 – 0 times</td>
<td>Edu D</td>
</tr>
<tr>
<td>2.</td>
<td>Develop training exercises utilizing books, team building concepts, fill-in-the-blanks, and question/answer exercises in order to assist the students comprehend the materials.</td>
<td>2 1</td>
<td>Emp __</td>
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<td></td>
<td></td>
<td></td>
<td>Edu __</td>
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AUTOMOBILE MECHANIC

Training & Experience Examination

Read instructions carefully

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The Automobile Mechanic examination consists of a Training & Experience Examination used to evaluate your education, training, and experience. The eligible list resulting from this examination process will be used by all state departments to fill their existing positions.

This Training & Experience Examination will account for 100% of the weight of your examination for this classification. Therefore, please be sure to follow the instructions carefully.

Candidate’s Name: _____________________________________________________________

Social Security Number: _________________________________________________________

Address: ______________________________________________________________________

***In order to expedite the examination process, your phone numbers are required***

Home Phone Number: ____________________________________________________________

Work Phone Number: _____________________________________________________________

Cellular Phone Number: __________________________________________________________

Section 1: Employment/Education Verification

Include any previous and current Employment and/or Education information that may apply to this examination. You will use this information to complete Section 2.

Contact may be made to confirm that you have paid or unpaid experience pertaining to the duties and requirements listed in this examination. List all Employment and/or Education information that applies.

EMPLOYMENT

Employment A

Job Title: ______________________________________________________________________

Organization Name and Address: ______________________________________________________

Dates Worked (mm/dd/yyyy): From: ___________ To: ___________________________  

Name of Supervisor(s) or Person(s) who can verify your job responsibilities: __________________

Contact Phone Number(s) of the above individual(s): ________________________________


Automobile Mechanic
Page 1
Employment B

Job Title: ____________________________________________________________
Organization Name and Address: _________________________________________
Dates Worked (mm/dd/yyyy): From: ___________ To: ___________
Name of Supervisor(s) or Person(s) who can verify your job responsibilities: ________________
Contact Phone Number(s) of the above individual(s): ____________________________

Employment C

Job Title: ____________________________________________________________
Organization Name and Address: _________________________________________
Dates Worked (mm/dd/yyyy): From: ___________ To: ___________
Name of Supervisor(s) or Person(s) who can verify your job responsibilities: ________________
Contact Phone Number(s) of the above individual(s): ____________________________

Employment D

Job Title: ____________________________________________________________
Organization Name and Address: _________________________________________
Dates Worked (mm/dd/yyyy): From: ___________ To: ___________
Name of Supervisor(s) or Person(s) who can verify your job responsibilities: ________________
Contact Phone Number(s) of the above individual(s): ____________________________

Employment E

Job Title: ____________________________________________________________
Organization Name and Address: _________________________________________
Dates Worked (mm/dd/yyyy): From: ___________ To: ___________
Name of Supervisor(s) or Person(s) who can verify your job responsibilities: ________________
Contact Phone Number(s) of the above individual(s): ____________________________

Employment F

Job Title: ____________________________________________________________
Organization Name and Address: _________________________________________
Dates Worked (mm/dd/yyyy): From: ___________ To: ___________
Name of Supervisor(s) or Person(s) who can verify your job responsibilities: ________________
Contact Phone Number(s) of the above individual(s): ____________________________
EDUCATION

Education A

School Name and Address: ___________________________________________________________
Degree(s) Earned: ________________________________________________________________
Date(s) Attended (mm/dd/yyyy): From: ____________To: ____________

Education B

School Name and Address: ___________________________________________________________
Degree(s) Earned: ________________________________________________________________
Date(s) Attended (mm/dd/yyyy): From: ____________To: ____________

Education C

School Name and Address: ___________________________________________________________
Degree(s) Earned: ________________________________________________________________
Date(s) Attended (mm/dd/yyyy): From: ____________To: ____________

Education D

School Name and Address: ___________________________________________________________
Degree(s) Earned: ________________________________________________________________
Date(s) Attended (mm/dd/yyyy): From: ____________To: ____________
CERTIFICATION – IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING – if not signed, this examination may be disqualified.

Before a final score is determined, your responses to exam questions will be verified. An exams manager or personnel staff member may contact the individuals or educational institutions you have provided to confirm job dates, experience, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate employment and/or education information may result in a low score or disqualification from this examination.

If it is determined at any time that you have made any false or inaccurate representations in any of the information you have provided on this examination, you may be disqualified from this process, removed from the certification list(s), suffer a loss of State employment, and/or suffer a loss of the right to compete in any future State of California hiring processes. You are solely responsible for the accuracy of the responses provided.

This warning has been provided to protect your rights as a job candidate as well as the rights of the Department. Be advised that you are expected to answer truthfully and accurately.

I certify and understand that all statements I have made in this examination are true and complete to the best of my knowledge and contains no willful misrepresentation of falsifications. Failure to include original signature may result in disqualification.

Signature __________________________ Date __________________________

FILING INSTRUCTIONS:
Please submit your completed Training & Experience Examination and a STD. 678, Examination/Employment Application, (Rev. 12-17 or later) as follows:

MAIL TO:
CALIFORNIA HIGHWAY PATROL
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SELECTION STANDARDS & EXAMINATIONS SECTION
601 NORTH 7TH STREET
SACRAMENTO, CA 95811
MINIMUM QUALIFICATIONS

Each candidate must meet the minimum qualifications on their application by the date it is received. If not, the candidate’s application in the examination process will be rejected and their Training and Experience Examination will not be scored. Please ensure that your State Application (STD. 678) clearly indicates your education, experience, and licensure information reflective of the minimum qualifications for this examination process as stated below:

Possession of a Class III California driver license valid for the operation of any two-axle single-motor vehicle and one towed vehicle (i.e., a trailer with a gross weight of 6,000 pounds or less). Applicants who do not possess the license will be admitted to the examination, but must secure the license prior to appointment AND

Either I

Experience: Twelve months of experience as an Automobile Mechanic Trainee, Range C, in California state service. AND

Education: Eighteen semester units in automobile mechanics from an accredited junior college or comparable institution.

Or II

Four years of experience in California state service performing the duties of a Mechanic's Helper, at least one year of which shall have included experience in the overhaul and repair of the major components of automotive equipment.

Or III

Completion of a recognized apprenticeship as an Automobile Mechanic. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination, but they must present evidence of completion of a recognized apprenticeship before they may be appointed.)

Or IV

Three years of experience diagnosing malfunctions, overhauling, repairing, and maintaining engines, automatic and standard transmissions, clutch, and brake systems, and other major components of automobiles and trucks. [Successful completion of automotive technology or automotive mechanics technology vocational education or training courses offered by an institution recognized or accredited by the Western Association of Schools and Colleges may be substituted for up to one year of the required experience on the basis of three semester units or four and one-half quarter units, equal to one month experience.]

Possession of a valid California driver license of the appropriate classification issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.
## Section 2: Task Ratings

**Instructions:**
Respond to each of the following items by indicating how the statement applies to you. You are required to respond to every item.

Using the scales (Experience/Education, Frequency, Verification) provided below, you will rate your experience performing specific job-related tasks.

In responding to each item, use the information you listed in **Section 1: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).

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<td>0 – 0 times</td>
<td>Emp  Edu</td>
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1. Examine all vehicles and vessels to record into logs, spreadsheets, and databases the repairs necessary to return vehicles to safety standards and make available for use.

2. Perform tests on vehicles, vessels and equipment using various equipment (scan tools, compression gauges, computerized diagnostic devices) to accurately record/log necessary repairs to return vehicles to safety standards and make available for use.

3. Utilize checklists, ensuring thoroughness and accuracy of required repairs, to enable releasing the vehicles for use.

4. Review and discuss all work orders with supervisors and/or lead workers to determine steps necessary to accomplish required repairs.

5. Perform test drives of vehicles to assess brake systems to accurately record and/or log necessary repairs.
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<td>0 – 0 times</td>
<td>Emp __</td>
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<td>6.</td>
<td>Perform repair of brake system components (after assessment) to ensure vehicle is safe and available for use.</td>
<td></td>
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<tr>
<td>7.</td>
<td>Repair or replace suspension systems to return vehicles for use.</td>
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<tr>
<td>8.</td>
<td>Drive vehicles onto proper lift equipment, elevating vehicles, enabling alignment of vehicle front end to ensure safety standards are met and vehicles are available for use.</td>
<td></td>
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<tr>
<td>9.</td>
<td>Ensure vehicles are safe and available for use by performing routine and scheduled maintenance such as oil changes, lubrications, and tune-ups.</td>
<td></td>
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<tr>
<td>10.</td>
<td>Repair alternators, fuel injectors, ignition systems and pumps to maintain vehicles or equipment for use.</td>
<td></td>
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<tr>
<td>11.</td>
<td>Disassemble power systems, steering systems, and linkages to repair faulty parts, to enable reinstalling into vehicles or equipment for customer use.</td>
<td></td>
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<tr>
<td>12.</td>
<td>Use various equipment (compression gauges, computerized diagnostic devices) to accurately diagnose repairs to return vehicle for use.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Perform vehicle maintenance by inspection of ignition systems, lights, and instrument panels to ensure vehicles are available for use.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Using appropriate tools and space, test, adjust, and/or replace headlights to ensure safety standards are met and vehicles are available for use.</td>
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Automobile Mechanic
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<td>0 – Zero to six months.</td>
<td>0 – 0 times</td>
<td>□ Emp __</td>
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<tr>
<td>15.</td>
<td>In the performance of daily work, utilize automotive shop equipment to ensure safety standards are met and this equipment is functional and accurate.</td>
<td>□ Emp A □ Edu A</td>
<td></td>
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<tr>
<td>16.</td>
<td>Acts as a consultant to peers/supervisors on the purchase of specific parts for a variety of equipment and vehicles and the proper storage of these items.</td>
<td>□ Emp A □ Edu A</td>
<td></td>
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<tr>
<td>17.</td>
<td>Following Occupational Safety and Health Administration (OSHA) standards, and the District Safety Program, utilize safety equipment (goggles, masks, gloves, helmets, etc.) in the performance of assigned work to maintain a safe work environment.</td>
<td>□ Emp A □ Edu A</td>
<td></td>
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<tr>
<td>18.</td>
<td>Attend meetings (staff and safety) when scheduled to keep abreast of issues and/or concerns and provide input for peers or supervisors.</td>
<td>□ Emp A □ Edu A</td>
<td></td>
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<td>19.</td>
<td>Attend available training to elevate knowledge and improve performance for yourself and those you mentor as well as keeping abreast of industry standards.</td>
<td>□ Emp A □ Edu A</td>
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<tr>
<td>20.</td>
<td>Plan work procedures using checklists, maintenance schedules, service intervals, technical manuals, and experience while communicating with others the status of work.</td>
<td>□ Emp A □ Edu A</td>
<td></td>
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<td>21.</td>
<td>Confer with customers to obtain descriptions of vehicle problems, and to discuss work to be performed and future repair requirements.</td>
<td>□ Emp A □ Edu A</td>
<td></td>
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<td>22.</td>
<td>Using computer email to communicate with supervisors/managers, and customers on the status of work being performed and the ability to meet established deadlines or the need for extension.</td>
<td>□ Emp A □ Edu A</td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>Perform all repairs (major and minor) on automotive equipment to maintain safety standards and ensure vehicles are available when needed.</td>
<td>□ Emp A □ Edu A</td>
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24. Conduct performance tests on repaired equipment, vehicles, or vessels, to ensure they meet manufactures performance specifications and safety standards.

25. Perform installation and/or repair of accessories (radios, heaters, mirrors, and windshield wipers) to ensure safety standards are met and vehicles are available for customer when needed.

26. Perform welding and brazing work on equipment and vehicles to ensure safety standards are met and equipment and vehicles are available for customers when needed.

27. Acts as a lead in the proper operation and servicing of the equipment used on a daily basis in the performance of their work, to ensure consistency and safety of staff and equipment.

28. Acts as lead over peers to ensure consistency and that all safety standards are met.

29. In the absence of the supervisor, accesses spreadsheets and databases, to communicate with customers and supervisors the status of work orders.

30. In the absence of the supervisor, reviews work orders and makes assignments to peers and seasonal workers to ensure work flow meets customer needs.

31. Communicate with Auto Inspector for payment of completed repairs.
Section 3: Conditions of Employment

Automobile Mechanic

TRAINING & EXPERIENCE EXAMINATION

CONDITIONS OF EMPLOYMENT

EXAMINATION TITLE(S)

PRINT FIRST NAME, M.I., LAST NAME

| SOCIAL SECURITY NUMBER | Providing a Social Security Account Number is voluntary in accordance with the Privacy Act of 1974. (PL 93-579). If, however, the Social Security Number is not included, it will delay the processing of information which you are providing regarding your preference in working conditions. |

Mark the circle next to the County or Region where you wish to work. You will not be eligible for positions in LOCATIONS not marked. If more than 16 location choices are selected, you may be considered available for work anywhere in the State.

Before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

- 0000 United States - If marked, no further selection is necessary.

- 0400 Butte
- 0600 Colusa
- 0800 Del Norte
- 1100 Glenn
- 1200 Humboldt

- 1700 Lake
- 1800 Lassen
- 2300 Mendocino
- 2500 Modoc
- 2900 Nevada

- 3100 Placer
- 3200 Plumas
- 4500 Shasta
- 4600 Sierra
- 4700 Siskiyou

- 5100 Sutter
- 5200 Tehama
- 5300 Trinity
- 5800 Yuba

- 0100 Alameda
- 0200 Alpine
- 0300 Amador
- 0500 Calaveras
- 0700 Contra Costa
- 0900 El Dorado
- 1000 Fresno

- 2000 Madera
- 2100 Marin
- 2200 Mariposa
- 2400 Merced
- 2700 Monterey
- 2800 Napa
- 3400 Sacramento

- 3100 Placer
- 3200 Plumas
- 4500 Shasta
- 4600 Sierra
- 4700 Siskiyou

- 5100 Sutter
- 5200 Tehama
- 5300 Trinity
- 5800 Yuba

- 0100 Alameda
- 0200 Alpine
- 0300 Amador
- 0500 Calaveras
- 0700 Contra Costa
- 0900 El Dorado
- 1000 Fresno

- 2000 Madera
- 2100 Marin
- 2200 Mariposa
- 2400 Merced
- 2700 Monterey
- 2800 Napa
- 3400 Sacramento

- 0100 Alameda
- 0200 Alpine
- 0300 Amador
- 0500 Calaveras
- 0700 Contra Costa
- 0900 El Dorado
- 1000 Fresno

- 1300 Imperial
- 1400 Inyo
- 1500 Kern
- 1600 Kings

- 1900 Los Angeles
- 2600 Mono
- 3000 Orange
- 3300 Riverside

- 3600 San Bernardino
- 3700 San Diego
- 4000 San Luis Obispo
- 4200 Santa Barbara

- 4900 Sonoma
- 5000 Stanislaus
- 5300 Tuolumne
- 5700 Yolo

TYPE OF APPOINTMENT THAT YOU WILL ACCEPT - Please mark only one.

- A 11 Permanent or Temporary - full time, part time, or intermittent
- C 55 Permanent or Temporary - full time only
- M 44 Permanent or Temporary - part time or intermittent only
- D 58 Permanent only - full time only
- K 85 Temporary only - full time only
- R 41 Permanent - part time or intermittent OR Temporary - full time, part time, or intermittent

A County/Region map is provided on the next page for your reference.