



California Department of State Hospitals

AUTOMOTIVE EQUIPMENT OPERATOR II

Exam Code: 1MH2E

Administering Department: Department of State Hospitals

Exam Type: Departmental, Promotional Exam

Bulletin Release: 12/31/2021

Final Filing Date: 2/1/2022

Class Code: 6391

CLASSIFICATION DETAILS

Automotive Equipment Operator II - \$4,145.00 - \$5,231.00 per month.

Salary updated as of: July 1, 2021

View the [Automotive Equipment Operator II classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Applications must be submitted by the Final File Date of
2/1/2022

Dates printed on envelopes by mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or materials were filed.

Who Should Apply:

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this examination. If you have taken this examination with the Department of State Hospitals within the last twelve (12) months, you are not eligible to re-apply.

Unless otherwise stated on this bulletin, you must meet the Minimum Qualifications by the Final Filing Date stated above.

In addition to meeting the Minimum Qualifications, competition is limited to individuals who meet at least one of the following filing criteria:

1. Have a permanent civil service appointment with a promotional testing department (see Testing Department), or
2. Are current or former employees of the legislature for 2 or more years as defined in Government Code 18990, or
3. Are current or former non-elected exempt employees of the executive branch for 2 or more consecutive years as defined in Govt. Code 18992, or
4. Are persons retired from the United States military honorably discharged from active duty as defined in Government Code 18991. Applicants must provide a copy of discharge papers (DD 214) for verification purposes at the time of application. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, 235.2, and Government Code §18993. California Code of Regulations Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

How to Apply:

Applicants are required to submit an [Examination Application \(STD 678\)](#), found at www.calcareers.ca.gov, either by mail, in person, or via email to the address listed below.

Once your application has been submitted, Examination Services staff will screen each application. Applicants meeting the minimum qualifications will be admitted into the examination.

The preferred method to apply is by emailing your STD 678 to:

AutomotiveEquipmentOperator2@dsh.ca.gov

Electronic signatures are acceptable.

Indicate the Classification on your Examination Application (STD 678).

You may apply by mail or in person to:
Department of State Hospitals – Sacramento
Attn: Selection Services Unit, MS-14
1215 O Street
Sacramento, CA 95814

In person hours: Monday through Friday, 8am to 5pm (excluding State holidays)

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

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.

Possession of a driver license valid for operation of any bus designed to carry more than 15 passengers, any single vehicle with three or more axles, any such vehicle towing another vehicle weighing less than 6,000 pounds gross. And three years of experience in the operation and care of automotive equipment.

POSITION DESCRIPTION

Under general direction, to supervise a staff of five or more automotive equipment operators in the operation of a fleet of passenger vehicles, trucks, small-wheeled tractors, and similar motor equipment; may instruct, lead or supervise inmates, wards or resident workers; and do other related work.

ADDITIONAL DESIRABLE QUALIFICATION

Education equivalent to completion of the twelfth grade.

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.

If conditions warrant, this examination may utilize an evaluation of each candidate's education and experience compared to a standard developed from the class specification. It is important that each candidate provide details and completely fill out their application. List all experience relevant to the "Minimum Qualifications" for admittance to the examination shown on this announcement.

Exam Considerations for Education and Experience:

1. The breadth, quality, and length of time of the education and experience.
2. The relevance of the education and experience to the qualifications of the classifications.
3. The degree to which the competitor's total education and work history represent suitable preparation to successfully perform the duties and tasks of the class.

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

Knowledge of:

1. Knowledge of operation and care of various kinds of automotive equipment.
2. Knowledge of organization and operation of a motor pool.
3. Knowledge of automotive service requirements of an institutional type organization.
4. Knowledge of preventive maintenance procedures of automotive equipment.
5. Knowledge of California Vehicle Code pertaining to the operation of vehicles on the highway.
6. Knowledge of principles of effective supervision.

Ability to:

1. Ability to read and write English at a level required for successful job performance.
2. Ability to direct the work of others.
3. Ability to keep simple records and make reports.

ELIGIBLE LIST INFORMATION

A departmental, promotional eligible list for the **Automotive Equipment Operator II** classification will be established for:

Department of State Hospitals

Eligibility expires **12 months** after it is established. Eligibility may be extended to meet the needs of the department.

Veterans' Preference credit is not granted in promotional examinations.

Career credits are not granted for examinations administered on an Open or Promotional basis.

PREPARING FOR THE EXAMINATION

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

1. **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.

2. **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.
3. **Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

You are required to submit your application following the instructions above. Once it has been determined that you meet the minimum qualifications for entrance into the examination, you will be contacted by email (unless you specify mail on your STD 678) 2-3 weeks after the final file date with instructions for completing this examination.

TESTING DEPARTMENTS

Department of State Hospitals

CONTACT INFORMATION

Questions relating to this exam should be directed to:

Department of State Hospitals

Selection Services Unit

Monday through Friday, 8am to 5pm (excluding State Holidays)

Phone: 916-651-8832

Email: AutomotiveEquipmentOperator2@dsh.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (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, 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.

Bulletin Date: 12/31/2021

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your CalCareer Account at the following website:

<http://www.CalCareers.ca.gov/>

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 Department of State Hospitals 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. This examination may be canceled by the Department of State Hospitals at any time prior to the establishment of the employment list. Such revision or cancellation 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.

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.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.