



**DEPARTMENT OF DEVELOPMENTAL SERVICES
EXAMINATION ANNOUNCEMENT**

**OPEN/
CONTINUOUS**

**AUTOMOTIVE EQUIPMENT OPERATOR I,
DEPARTMENT OF MENTAL HEALTH AND
DEVELOPMENTAL SERVICES**

7PVBA

State of California is an equal opportunity employer, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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

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.

EXAMINATION TYPE	This is an Open Examination for Porterville Developmental Center (PDC). Interviews will be held when a sufficient candidate pool exists and will be scheduled at the discretion of the appointing authority.
WHO SHOULD APPLY?	Persons that meet the minimum qualifications (MQ's) of the classification. Applications may be downloaded from the CalCareers website at https://www.calcareers.ca.gov . Applications are available and MUST be filed in person or by mail.
WHERE TO APPLY	MAIL EXAMINATION DOCUMENTS TO: PORTERVILLE DEVELOPMENTAL CENTER P.O. Box 2000 Porterville, CA 93258 Attention: HR/EXAMS (559) 782-2325 OR (559) 782-2087 OR (559) 782-2322 <u>Faxed or emailed applications will not be accepted.</u> Do not submit applications to the California Department of Human Resources or the State Personnel Board.
POSITION LOCATION(S)	We will be filling positions at the Department of Developmental Services (DDS), PORTERVILLE DEVELOPMENTAL CENTER (PDC) .
FINAL FILE DATE	Continuous Filing
SALARY RANGE	\$3,875 - \$4,450 per month
TESTING INFORMATION	The examination is a Qualification Panel Interview (QAP) - 100% The examination will consist solely of a Qualification Panel Interview (QAP) . In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Veterans' preference will be granted in this examination.
ELIGIBLE LIST INFORMATION	A departmental open eligible list will be established and used to fill vacancies at PDC. Candidates may test for the exam once within a 9-month period. Names of successful competitors are merged onto the list of final scores, regardless of date. This list will be abolished 24 months after it is established.

<p>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</p>	<p>All applicants must meet the education and/or experience requirements listed below under "MINIMUM QUALIFICATIONS" for the classification by time applications are processed. It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. All application must include: "to" and "from" dates (month/day/year); time base, and civil service class titles (not working titles).</p> <p>If requirements stated below include more than one pattern, then they are distinguished as "Either I," "Or II," "Or III," etc.</p>		
<p>MINIMUM QUALIFICATIONS</p>	<p>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. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.</p> <p style="text-align: center;">And</p> <p>One year of experience in the operation and care of automotive equipment, including light trucks.</p>		
<p>POSITION STATEMENT</p>	<p>Under direction, to operate and service passenger vehicles, trucks, small-wheeled tractors, and similar motor equipment; to do general laboring work; may instruct, lead or supervise inmates, wards or resident workers; and to do other related work.</p> <p>For more descriptive job tasks please see the job specifications on the CalHR website at https://www.calhr.ca.gov.</p>		
<p>EXAMINATION SCOPE</p>	<p>A. <u>Knowledge of:</u></p> <ol style="list-style-type: none"> 1. Operating, servicing, and making minor adjustments and repairs on various kinds of automotive equipment, including passenger vehicles and trucks. 2. Provisions of the Motor Vehicle Code pertaining to the operation of vehicles on the highway. 	<p>B. <u>Skill in:</u></p> <ol style="list-style-type: none"> 1. Operating, servicing, and making minor adjustments and repairs on various kinds of automotive equipment, including passenger vehicles and trucks. 	<p>C. <u>Ability to:</u></p> <ol style="list-style-type: none"> 1. Load and unload vehicles correctly and safely. 2. Demonstrate good mechanical ability. 3. Follow directions. 4. Do simple clerical work. 5. Supervise the work of helpers.
<p>SPECIAL PERSONAL CHARACTERISTICS</p>	<p>Willingness and ability to do general manual labor, tact, and patience.</p>		
<p>DRUG TESTING REQUIREMENT</p>	<p>Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.</p>		

GENERAL INFORMATION

It is the **CANDIDATE'S RESPONSIBILITY** to contact the Porterville Developmental Center's Testing Office four weeks after the cutoff date if he/she has not received a progress notice. Applications are available at the California Department of Human Resources website: <https://jobs.ca.gov/pdf/STD678.pdf>. If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not guarantee a place on the eligible list. All candidates who pass will be ranked according to their scores.

THE STATE PERSONNEL BOARD 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 competitors will be notified.

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) service-wide 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 from one to four years unless otherwise stated on this bulletin.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

**PORTERVILLE
DEVELOPMENTAL CENTER**
26501 Avenue 140
Porterville, CA 93258
Public: (559) 782-2087
TDD: (559) 781-7822

**CANYON SPRINGS
COMMUNITY FACILITY**
69-696 Ramon Rd.
Cathedral City, CA 92334
Public: (760) 770-6260
TDD: (760) 770-2590
