



CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
OFFICE OF WORKFORCE PLANNING
QUALIFICATIONS ASSESSMENT

AUTOMOTIVE EQUIPMENT OPERATOR I, CORRECTIONAL FACILITY (CF)

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the **Automotive Equipment Operator I, CF** classification with the California Department of Corrections and Rehabilitation (CDCR). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed on an eligible list for the classification listed above. The list will be used to fill positions statewide with CDCR. A "Conditions of Employment" form is included in this examination which will allow you to select the time bases you are interested in working. It is **required** that you **personally complete** this examination accurately and without assistance.

You will be evaluated based on your ability to follow directions and read, interpret, and respond appropriately to the questions in this Qualifications Assessment. Candidates who fail to follow the instructions will be eliminated from this examination.

THIS AFFIRMATION MUST BE COMPLETED.

I hereby certify that the information provided on this Qualifications Assessment Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of state employment, and/or suffer loss of right to compete in any future state examinations.

Name (Printed): _____

Address: _____

City/State/Zip Code: _____

Home Telephone Number: _____

Work Telephone Number: _____

Signature: _____

Date: _____

YOUR COMPLETED QUALIFICATIONS ASSESSMENT AND EXAMINATION APPLICATION (STD. 678) MUST INCLUDE YOUR ORIGINAL SIGNATURE. THE COMPLETED QUALIFICATIONS ASSESSMENT AND EXAMINATION APPLICATIONS MUST BE MAILED OR DELIVERED TO THE FOLLOWING LOCATION:

Mail to:

Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001

or Deliver in Person to:

Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Office of Workforce Planning, Room 101N
(916) 322-2545

NOTE:

- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed examination application (STD. 678) and Qualifications Assessment for your records.

GENERAL INSTRUCTIONS

This process is the entire examination for the Automotive Equipment Operator I, CF. Therefore, please be sure to review and follow all instructions carefully as missing or incomplete information may result in disqualification or a lower score.

The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for the Automotive Equipment Operator I, CF classification. You must ensure that you have reviewed each of the following areas:

- Affirmation Statement (page 1)
- General Instructions / Prior State Employment (page 2)
- Conditions of Employment (pages 3 - 4)
- Address or Availability for Employment Changes (page 4)
- Rating Instructions (page 5)
- Knowledge & Work Experience – Automotive Equipment Operator I, CF (pages 6 -12)
- Recruitment Questionnaire/Mailing Instructions (page 13)

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the eligible list / certification list
- Loss of State employment
- Loss of rights to compete in any future state examinations

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously **dismissed** from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. **IF THIS DOES NOT APPLY TO YOU, please skip this question.**

State Personnel Board, Rule 211 provides that a dismissed state employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the Department of Human Resources (CalHR) to take this examination?

<input type="checkbox"/>	YES
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<input type="checkbox"/>	NO
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**CONDITIONS OF EMPLOYMENT FORM FOR
 AUTOMOTIVE EQUIPMENT OPERATOR I, CORRECTIONAL FACILITY (CF)**

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies Statewide according to the conditions you specify on this form.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- (D) Permanent Full-Time** **(R) Permanent Part-Time** **(K) Limited-Term Full-Time** **(A) Any**

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions

LOCATION(S) YOU ARE WILLING TO WORK

- 0005 **ANYWHERE IN THE STATE - If this box is marked, no further selection is necessary.**

NOTE: California State Prison has been abbreviated as "CSP." Youth Correctional Facility has been abbreviated as "YCF." Youth Correctional Center has been abbreviated as "YCC."

NORTHERN REGION

<input type="checkbox"/> 0100	Alameda County	<input type="checkbox"/> 0200	Alpine County	<input type="checkbox"/> 0300	Amador County • Pine Grove Youth Conservation Camp
<input type="checkbox"/> 0400	Butte County	<input type="checkbox"/> 0500	Calaveras County	<input type="checkbox"/> 0600	Colusa County
<input type="checkbox"/> 0700	Contra Costa County	<input type="checkbox"/> 0800	Del Norte County • Pelican Bay State Prison	<input type="checkbox"/> 0900	El Dorado County
<input type="checkbox"/> 1100	Glenn County	<input type="checkbox"/> 1200	Humboldt County	<input type="checkbox"/> 1700	Lake County
<input type="checkbox"/> 1800	Lassen County • California Correctional Center • High Desert State Prison	<input type="checkbox"/> 2100	Marin County • CSP, San Quentin	<input type="checkbox"/> 2300	Mendocino County
<input type="checkbox"/> 2500	Modoc County	<input type="checkbox"/> 2800	Napa County	<input type="checkbox"/> 2900	Nevada County
<input type="checkbox"/> 3100	Placer County	<input type="checkbox"/> 3200	Plumas County	<input type="checkbox"/> 3400	Sacramento County • CSP, Sacramento • Folsom Women's Facility • Richard A. McGee Correctional Training Center
<input type="checkbox"/> 3800	San Francisco County	<input type="checkbox"/> 3900	San Joaquin County • California Health Care Facility • O.H. Close YCF • N.A. Chaderjian YCF • Northern California YCC	<input type="checkbox"/> 4100	San Mateo County
<input type="checkbox"/> 4500	Shasta County	<input type="checkbox"/> 4600	Sierra County	<input type="checkbox"/> 4700	Siskiyou County
<input type="checkbox"/> 4800	Solano County • California Medical Facility • CSP, Solano	<input type="checkbox"/> 4900	Sonoma County	<input type="checkbox"/> 5100	Sutter County
<input type="checkbox"/> 5200	Tehama County	<input type="checkbox"/> 5300	Trinity County	<input type="checkbox"/> 5500	Tuolumne County • Sierra Conservation Center
<input type="checkbox"/> 5700	Yolo County	<input type="checkbox"/> 5800	Yuba County		

CENTRAL REGION

<input type="checkbox"/> 1000	Fresno County • Pleasant Valley State Prison	<input type="checkbox"/> 1400	Inyo County	<input type="checkbox"/> 1500	Kern County • California City Correctional Facility • California Correctional Institution • Kern Valley State Prison • North Kern State Prison • Wasco State Prison
<input type="checkbox"/> 1600	Kings County • Avenal State Prison • CSP, Corcoran • CA Substance Abuse Treatment Facility	<input type="checkbox"/> 2000	Madera County • Central California Women's Facility • Valley State Prison	<input type="checkbox"/> 2200	Mariposa County
<input type="checkbox"/> 2400	Merced County	<input type="checkbox"/> 2600	Mono County	<input type="checkbox"/> 2700	Monterey County • Correctional Training Facility • Salinas Valley State Prison
<input type="checkbox"/> 3500	San Benito County	<input type="checkbox"/> 4000	San Luis Obispo County • California Men's Colony	<input type="checkbox"/> 4300	Santa Clara County
<input type="checkbox"/> 4400	Santa Cruz County	<input type="checkbox"/> 5000	Stanislaus County	<input type="checkbox"/> 5400	Tulare County

SOUTHERN REGION

<input type="checkbox"/> 1300	Imperial County • Calipatria State Prison • Centinela State Prison	<input type="checkbox"/> 1900	Los Angeles County • CSP, Los Angeles County	<input type="checkbox"/> 3000	Orange County
<input type="checkbox"/> 3300	Riverside County • California Rehabilitation Center • Chuckawalla Valley State Prison • Ironwood State Prison	<input type="checkbox"/> 3600	San Bernardino County • California Institution for Men • California Institution for Women	<input type="checkbox"/> 3700	San Diego County • RJ Donovan Correctional Facility
<input type="checkbox"/> 4200	Santa Barbara County	<input type="checkbox"/> 5600	Ventura County • Ventura YCF		

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

After list release, successful candidates may promptly update any address and/or availability for employment preference information by accessing their CalCareer account on the California Department of Human Resources (CalHR) website at www.jobs.ca.gov or notifying CDCR at the following address:

California Department of Corrections and Rehabilitation
 Division of Human Resources
 Office of Workforce Planning
 P.O. Box 942883
 Sacramento, CA 94283-0001
 Attn: Certification Unit

INSTRUCTIONS:

Using the rating scale(s) below, rate your knowledge and experience performing specific job-related actions.

Respond to each of the following statements (1 - 20) by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the 2 scales provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

SCALE #1 - KNOWLEDGE RELATED TO PERFORMING THIS ACTION:

Extensive Knowledge

I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations **and** I have instructed others on specific aspects of this knowledge.

Moderate Knowledge

I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

Basic Knowledge

I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.

Limited Knowledge

I have some knowledge of how to perform this task, but I may require additional instruction to apply my knowledge effectively.

No Knowledge

I have no knowledge of how to perform this task or what it may entail.

SCALE #2 - EXPERIENCE RELATED TO PERFORMING THIS ACTION:

Extensive Experience

I have more than 3 years of experience in regularly performing this action **and** I have instructed others on this specific action.

Moderate Experience

I have more than 2 years, but less than 3 years of experience in this action **and** I can perform it independently.

Basic Experience

I have more than 1 year, but less than 2 years of experience in this action **and** I have performed it regularly with minimal or no assistance.

Limited Experience

I have less than 1 year of experience in performing this action **and** I may require assistance for successful performance.

No Experience

I have never performed this action.

1. Operate, service, and repair passenger vehicles, trucks, small-wheeled tractors and other automotive equipment.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

2. Clean and maintain the interior and exterior of passenger vehicles, trucks, small-wheeled tractors and other automotive equipment.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

3. Fuel state-owned passenger vehicles, trucks, small-wheeled tractors and other automotive equipment's tanks with appropriate gasoline, diesel, compressed natural gas, and/or propane, etc.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

4. Make minor adjustments to passenger vehicles, trucks, small-wheeled tractors and other automotive equipment.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

5. Transport and provide deliveries of materials and supplies (e.g., furniture, paper, laundry, etc.) using passenger vehicles, trucks, small-wheeled tractors and other automotive equipment.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

6. Perform manual labor on passenger vehicles, trucks, small-wheeled tractors and other automotive equipment.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

7. Perform pre-trip and post-trip inspection of passenger vehicles, trucks, small-wheeled tractors and other automotive equipment.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

8. Load and unload passenger vehicles, trucks, small-wheeled tractors and other automotive equipment.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

9. Secure materials and supplies on and off passenger vehicles, trucks, small-wheeled tractors and other automotive equipment using power jacks, forklifts, tie down straps, etc.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

10. Maintain tool/equipment inventory and security procedures.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

11. Maintain travel logs (e.g. mileage chart, time clock, fuel report, etc.).

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

12. Maintain time/schedule logs of start, finish, and time spent doing activities.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

13. Order supplies and repair parts for passenger vehicles, trucks, small-wheeled tractors and other automotive equipment.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

14. Attend training and/or safety meetings, personal and/or job related objectives.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

15. Follow safety inspection procedures/checklists to ensure all equipment is running properly.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

16. Communicate in a professional manner with co-workers, supervisors, the public, etc.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

17. Address stressful situations in the workplace in a professional and tactful manner.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

18. Maintain accountability for equipment, ensuring all equipment is safely placed in secured locations.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

19. Instruct others in understanding and following oral and written instructions.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

20. Coordinate and work with other trade professionals (e.g., Automobile Mechanics, Truck drivers, Equipment Maintenance Supervisors, etc.).

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

RECRUITMENT QUESTIONNAIRE

These questions are not part of the examination. Responses are voluntary and will be used for recruitment statistics.

HOW DID YOU HEAR ABOUT THIS EXAMINATION?

Check the appropriate box below.

- Newspaper/Magazine Advertisement
- Internet (Social Media)
- California Department of Corrections and Rehabilitation employee
- Recruitment Mailing
- College/School
- Job Fair/Career Fair
- Other: _____

THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR AUTOMOTIVE EQUIPMENT OPERATOR I, CORRECTIONAL FACILITY

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Attn: Office of Workforce Planning, Room 101N
(916) 322-2545

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