



## INSPECTOR OF AUTOMOTIVE EQUIPMENT SENIOR INSPECTOR OF AUTOMOTIVE EQUIPMENT

Department of Corrections and Rehabilitation

Servicewide Open Examination  
Examination Code: 0CE20-01/0CE20-02  
Final Filing Date: Continuous

### 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.

### TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR)  
Department of General Services (DGS)  
California Highway Patrol (CHP)  
Department of Water Resources (DWR)

#### Including:

All departments statewide

### CLASSIFICATION DETAILS

#### Salary Range:

Inspector of Automotive Equipment  
\$4,742.00 - \$6,002.00 per month

Senior Inspector of Automotive Equipment  
\$5,282.00 - \$6,564.00 per month

View the [classification specification](#) for the Inspector of Automotive Equipment classification.

View the [classification specification](#) for the Senior Inspector of Automotive Equipment classification.

### WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

Once you have taken the Qualifications Assessment Examination, you may not retake it for twelve (12) months.

### HOW TO APPLY

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) and Qualifications Assessment.

By mail to:

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

Or in person at:

**Department of Corrections and Rehabilitation  
1515 S Street  
Sacramento, CA 95811-7243  
Attn: Office of Workforce Planning, 211S**

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, excluding holidays, on or before the final filing date to the same street address as listed above.

Qualifications Assessments for Inspector of Automotive Equipment and Senior Inspector of Automotive Equipment are available from the CDCR website at: [Inspector of Automotive Equipment](#) and [Senior Inspector of Automotive Equipment](#) or in person at the street address listed above.

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Completed applications and all required documents must be received or postmarked by the cut-off date in order to be considered. If an application is received after the cut-off date with a late or missing postmark, the application is considered late and will be included in the next cut-off date for processing. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application.

If you meet the entrance requirements for Inspector of Automotive Equipment and Senior Inspector of Automotive Equipment, you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination for which you wish to file. You will only be considered for acceptance into the examination(s) that you have listed on your application.

**NOTE:** Only applications with an original signature will be accepted.

**SPECIAL TESTING ARRANGEMENTS**

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on your Examination Application (STD. 678) and you will be contacted to make specific arrangements. You may also contact the Office of Workforce Planning at (916) 322-2545.

**APPLICATION DEADLINES/REQUIREMENTS**

Candidates must complete and return the Inspector of Automotive Equipment and/or Senior Inspector of Automotive Equipment Qualifications Assessment along with his/her Examination Application (STD. 678). Candidates who meet the minimum qualifications will have their Qualifications Assessment rated.

All applicants must meet the minimum qualifications for this examination by the cut-off date.

**TEST DATE**

Applications will be accepted on a continuous basis.

**Cut-off dates for processing will be:**

December 18, 2020                      March 19, 2021                      June 18, 2021

**Note:** Check back periodically as cut-off dates may be added in the future. Additionally, cut-off dates are subject to change or be cancelled at any time. Such changes or cancellations will be in accordance with civil service laws and rules.

Results notices will be mailed in 6 – 7 weeks following each cut-off date. Please contact the Office of Workforce Planning at (916) 322-2545 if you have not received your notice after 7 weeks.

**MINIMUM QUALIFICATIONS**

**INSPECTOR OF AUTOMOTIVE EQUIPMENT**

**Either 1**

1. Three years of experience in the California state service as an automobile mechanic or the equivalent. **or**
2. One year of experience as a Junior Inspector of Automotive Equipment.

**Or 2**

Three years of experience as a journey level mechanic working on vehicles and other equipment using combustion engines. **and**

Two years of experience either as:

1. Service manager or service representative for large garage or vehicle repair and sales agency employing a minimum of six mechanics. **or**
2. Inspector for a private or public agency with responsibility for the inspection for maintenance of over 100 vehicles.

**SENIOR INSPECTOR OF AUTOMOTIVE EQUIPMENT**

**Either 1**

One year of experience in the California state service performing the duties of an Inspector of Automotive Equipment.

**Or 2**

Three years of experience as a journey level mechanic working on vehicles and other equipment using combustion engines. **and**

Three years of experience ether as:

1. Service manager or service representative for a large garage or vehicle repair and sales agency employing a minimum of six mechanics. **or**
2. Inspector for a private or public agency with responsibility for the inspection for maintenance of over 100 vehicles.

**ADDITIONAL REQUIREMENT FOR BOTH CLASSIFICATIONS:** Possession of a valid Class 3 (C) driver license.

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Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" 1, "or" 2, "or" 3, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern 1, and additional experience amounting to 50% of the required time of Pattern 2, may be admitted to an examination as meeting 100% of the overall experience requirement.

**OUT-OF-CLASS EXPERIENCE:** A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

**SPECIAL PERSONAL CHARACTERISTICS**

Willingness to travel throughout an assigned area.

**POSITION DESCRIPTION AND LOCATION(S)**

An **Inspector of Automotive Equipment** is a field inspector, usually in a defined geographical area, responsible for providing inspection services and testing on State automobiles, trucks, tractors, diesel generators, boats, and other miscellaneous vehicles and equipment to determine their conditions and conformity with established mechanical maintenance policies and recommending needed service, repairs, or replacement; occasionally may act in a lead capacity over Junior Inspectors of Automotive Equipment, instructing employees in the proper use of equipment, reviewing and approving the need for and the quality of repairs and related costs.

A **Senior Inspector of Automotive Equipment** is responsible for training and supervising the work a group of field Junior Inspectors of Automotive Equipment in a large geographical area of the State; providing inspection services and testing on State automobiles, trucks, tractors, diesel generators, boats, and other miscellaneous vehicles and equipment to determine their conditions and conformity with established mechanical maintenance policies and recommending needed service, repairs, or replacement.

Positions exist statewide with CDCR, CHP, DGS, and DWR.

**EXAMINATION PLAN**

**EXAMINATION INTERVIEWS WILL NOT BE HELD.** This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the minimum qualifications will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

**Qualifications Assessment -- Weighted 100.00%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**BOTH CLASSIFICATIONS:**

**Knowledge of:**

1. Tools, equipment, and methods used in the overhaul, repair, and adjustment of equipment using combustion engines, including all auxiliary systems.
2. Current repair costs.
3. Current manufactures' specifications for equipment and auxiliary systems.
4. Servicing requirements of automobiles, trucks, and other heavy equipment.
5. Types and uses of tires.

**ADDITIONAL KNOWLEDGE FOR SENIOR INSPECTOR OF AUTOMOTIVE EQUIPMENT:**

6. Principles of effective supervision.
7. The department's Equal Employment Opportunity Program (EEO) objectives.
8. A manager's roll in the EEO Program and the processes available to meet EEO Program objectives.

**BOTH CLASSIFICATIONS:**

**Ability to:**

1. Communicate effectively.
2. Locate trouble in equipment.
3. Operate equipment for testing.
4. Analyzing cause of equipment failures or excessive wear.
5. Estimate costs of repairs.
6. Read, interpret, and work from plans, drawings and specifications.
7. Determine the desirability of repairing as opposed to replacing equipment.
8. Establish and maintain cooperative relations with those contacted in the course of the work.
9. Instruct drivers and operators in the use and care of equipment.
10. Write letters and reports.
11. Analyze situations accurately and take effective action.
12. Promote and be accountable for customer satisfaction and quality service.
13. Initiate or recommend changes that promote innovative solutions to meet customer needs.

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**ADDITIONAL ABILITIES FOR SENIOR INSPECTOR OF AUTOMOTIVE EQUIPMENT:**

14. Modify specifications to ensure required performance in special applications.
15. Evaluate operations and develop and recommend appropriate standards, policies, and methods.
16. Supervise employees.
17. Effectively contribute to the department's EEO Program objectives.

The Job Analysis identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the Inspector of Automotive Equipment and Senior Inspector of Automotive Equipment is available on the CDCR website at: [CDCR Job Analysis](#).

**ELIGIBLE LIST INFORMATION**

The resulting eligible lists will be established to fill vacancies for all departments statewide.

Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period. For each classification listed above, a separate eligible list will be established.

**VETERANS' PREFERENCE/CAREER CREDITS**

Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

**DIVERSITY AND INCLUSION**

The California Department of Corrections and Rehabilitation and the California Correctional Health Care Services are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of cultural backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

**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**

**Applications are available at** CDCR, California Department of Human Resources (CalHR), local offices of the Employment Development Department, and through your [CalCareer Account](#).

**Veterans' Preference:** California law allows the granting of Veterans' Preference in any **Open** examination. In accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [CalCareer Veterans](#). Additional information can also be found at the California Department of Veterans Affairs at [CalVet Veterans](#).

**The Department of Corrections and Rehabilitation** 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.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

**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.

**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 and fingerprinting may be required. In open examinations, investigation may be made of employment records and personal history.

**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.

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
OFFICE OF WORKFORCE PLANNING  
EXAMINATION SERVICES UNIT**

**1515 S STREET, ROOM 211S, SACRAMENTO, CA 95811**

**EMAIL: [ExamHelpDesk@cdcr.ca.gov](mailto:ExamHelpDesk@cdcr.ca.gov)**

**PHONE: (916) 322-2545**

Telecommunications Relay Service: 711

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