



California Department of
Parks and Recreation

AUTOMOBILE MECHANIC

Exam Code: OPR25

Department: Parks and Recreation

Exam Type: Servicewide, Open

Final Filing Date: October 30, 2020

CLASSIFICATION DETAILS

Automobile Mechanic – \$3945-\$4979 per month.

Position Exist: Statewide

View [Automobile Mechanic classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: October 30, 2020

Who Should Apply:

Applicants who meet the requirements as stated in the minimum qualifications section of this announcement. Applications will not be accepted on a promotional basis.

Once you have taken this examination, you may not retake it for twelve (12) months.

How to Apply:

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 www.calcareers.ca.gov**. Applications postmarked or personally hand delivered after the final filing date **will not** be accepted for any reason.

Applications must include the following information in the section titled:

“Examination(s) or Job Title(s) for which you are applying”

- Exam Title: **Automobile Mechanic**
- Exam Code: **OPR25**

Only applications for the *Automobile Mechanic class* will be accepted. If you are applying for multiple examinations, you must file a separate application for each one. Failure to do so will result in the rejection of your application from this examination.

Note: Do not send your application via office or interoffice mail. Applications received by this manner **will not** be accepted and cannot be returned pursuant to California Code of Regulations §174. Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Applications may be delivered in person or by mail. Please submit to:

By mail:

Department of Parks and Recreation
Attention: Selections Unit / Mike Valencia
P.O. Box 942896
Sacramento, CA 94296-0001

In person:

Department of Parks and Recreation
Attention: Selections Unit / Mike Valencia
1416 9th Street, Room 1018 (10th floor)
Sacramento, CA 95814

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.

Automobile Mechanic

Possession of a Class III California driver's 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 automobile 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 components of automobiles and trucks. [Successful completion of automotive technology or automotive mechanics technology vocational education or training course 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 (3) semester units or four and one-half quarter units, equal to one (1) month experience.]

POSITION DESCRIPTION

Automobile Mechanic

Under direction, to do skilled work in the adjustment, servicing, and repair of automotive equipment; instructs and leads Automobile Mechanic Trainees; may instruct, lead or supervise inmates, wards or resident workers; and to do other related work.

EXAMINATION SCOPE

This examination consists of the following components:

TRAINING AND EXPERIENCE (T&E) EXAMINATION - WEIGHTED 100%

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.

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. Methods, tools, materials, and equipment used in the maintenance, adjustment, and repair of automotive equipment, including internal combustion engines.
2. Methods used in a program of preventive maintenance for automotive equipment.

Skill in:

1. Adjustment and repair of automotive equipment.

Ability to:

1. Operate machine tools used in automotive repair and do welding and brazing work.
2. Inspect automotive equipment, locate defects, and estimate the cost of repairs.
3. Read, interpret, and work from plans, drawings, and specifications; requisition and store a supply of automotive parts.
4. Keep records and make reports.
5. Instruct and supervise unskilled assistants.
6. Follow oral and written directions.
7. Analyze situations accurately and take effective action.
8. Read and write at a level appropriate to the classification.

Additional Desirable Qualifications:

Possession of a Class A Motor Vehicle Pollution Control Device Installer's License.

ELIGIBLE LIST INFORMATION

A service-wide, open eligible list for the Automobile Mechanic classification will be established for:

State of California (all State of California departments, statewide)

Eligibility expires twelve (12) months after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career credits are not granted in open examinations.

EXAMINATION INFORMATION

The examination is based solely on your Training and Experience. The Training and Experience (T&E) Examination will consist of statements designed to measure how your training and work history have provided you the essential knowledge, skills, and abilities, and potential to effectively perform the duties relative to the classification.

Applicants who meet the minimum qualifications will be emailed the link to the T&E examination. Candidates must include a current/valid email address on their application. Failure to provide your current/valid email address will prevent you from taking the examination.

Reschedules will only be considered based on the California Government Code and the California Department of Human Resources policy.

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

If you have any **technical** questions concerning this examination bulletin, please contact:

California Department of Human Resources
Attn: Examination Services
1515 S Street
Sacramento, CA 95811
Phone: 1-866-844-8671
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Department of Parks and Recreation
Attention: Selections Unit / Mike Valencia
1416 9th Street, Room 1018 (10th floor)
Sacramento, CA 95814
Phone: (916) 651-3383

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 workplace. 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

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](#).

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 Parks and Recreation 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.

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.