



SUPERVISING INSPECTOR, DEPARTMENT OF MOTOR VEHICLES 6MV07

Department:	Department of Motor Vehicles
Final Filing Date:	July 15, 2016
Type of Recruitment:	Departmental Open
Salary:	MONTHLY-RANGED-SALARY - \$4,010.00 to \$5,019.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

EEO

The State of California is an equal opportunity employer to all, 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.

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.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated on this examination announcement may apply. Applications will not be accepted on a promotional basis. All applicants must meet the education and/or experience requirements by the final filing date as stated on this examination announcement.

FILING INSTRUCTIONS

Standard State Applications (STD. 678) must be marked "**Supervising Inspector, DMV**" and submitted by the final filing date using one of the two options below:

Postmarked by mail to:
Department of Motor Vehicles
Selection and Certification Unit
Supervising Inspector, DMV
P.O. Box 932315, MS A208
Sacramento, CA 94232-3150

OR *In person by 5 p.m. to:
Department of Motor Vehicles
Human Resources Branch
"Selection & Certification Unit Drop Box"
2415 1st Avenue, 1st Floor Lobby
Sacramento, CA 95818

*Standard State Applications (STD. 678) **must be placed in the "Selection & Certification Unit Drop Box" by 5 p.m. on the final filing date.** Standard State Applications (STD. 678) postmarked, personally delivered, or received via interoffice mail after the final filing date will **not** be accepted. Standard State Applications (STD. 678) will **not** be accepted via email or fax.

FILING INSTRUCTIONS - CONTINUED

Standard State Applications (STD. 678) may be downloaded at California Department of Human Resources' JOBS website at www.jobs.ca.gov. All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.

PLEASE PROVIDE AN ACTIVE PERSONAL EMAIL ADDRESS ON YOUR STANDARD STATE APPLICATION (STD. 678), AS YOU MAY RECEIVE IMPORTANT EXAMINATION INFORMATION ELECTRONICALLY.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box on the Standard State Application (STD. 678). You will be contacted about specific testing arrangements.

DEFINITION

"Performing the duties of..." To meet this requirement, the applicant must have the amount of experience in State service in the class (or be on a Training and Development Assignment or TAU to the class) specified.

"In a class with a level of responsibility equivalent to..." To meet this requirement, the applicant must have State service experience of appropriate type and length in a class at the same (or a higher) level of responsibility as the class specified.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the California Department of Motor Vehicles. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the experience requirements for this examination by *the final filing date*.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in California state service applied toward "Pattern II" must include at least one year of qualifying experience performing the duties of a class with a level of responsibility equivalent to that described in the promotional pattern.

Possession of a valid California Class C driver license. AND

Either I

One year of experience in DMV performing the duties of an Inspector, DMV, Range B.

Or II

Three years of experience in a governmental agency inspecting business establishments for compliance with laws, rules, regulations, and standards, evaluating the data compiled, and writing reports.

(Experience in the California state service applied toward this requirement must include at least one year in a class with a level of responsibility equivalent to Inspector, DMV, Range B.)

POSITION DESCRIPTION

A Supervising Inspector, DMV, plans, organizes, and directs a unit consisting of Inspectors, DMV, staff who conduct onsite inspection of establishments to ascertain if the facility meets departmental and legal requirements for issuance of an occupational license; conducts post-licensing inspections to ensure that licensees are complying with the requirements under which they were licensed; and collects Administrative and Investigative Service fees and dishonored checks from licensees. Incumbents may perform the more complex and sensitive inspections, as well as research. Incumbents apply the sections of the California Vehicle Code, Administrative Code, and Business and Professions Code and other laws, regulations, policies, and procedures pertaining to occupational licensing or commercial driver licenses. Incumbents may also supervise staff that conduct and report on pre-approval or annual inspections of drive test procedures and routes of participants applying to conduct commercial third-party drive tests.

Positions exist throughout the State.

EXAMINATION INFORMATION

This examination will consist of a Training and Experience Questionnaire, weighted 100%. Candidates must achieve a minimum passing score of 70% in order to be placed on the eligible list.

The Training and Experience Questionnaire will either be mailed or emailed in **September/October 2016** to those candidates who meet the requirements for admittance to the examination, as stated on this examination bulletin.

NOTE: Provide an active personal email address on the Standard State Application (STD. 678), as you may receive important examination information electronically.

SCOPE OF EXAMINATION

TRAINING AND EXPERIENCE QUESTIONNAIRE - WEIGHTED 100%

The Training and Experience Questionnaire will consist of statements designed to measure how your formal education, formal training courses, and/or work experience whether paid or volunteer have provided you the essential knowledge, skills, and abilities listed below.

NOTE: If conditions warrant, this examination may utilize Qualifications Appraisal Panel Interviews to be the sole component of the examination weighted 100%. Candidates must achieve a minimum passing score of 70% to be placed on the eligible list. It is anticipated that mandatory interviews will be held in **September/October 2016**. **Interviews will be conducted in Sacramento and in a location to be determined in Southern California.** The Qualifications Appraisal Panel interview will consist of predetermined job-related questions. Candidates will be provided a copy of the interview questions for a brief period of time before entering the interview room. The interview panel will evaluate the candidate's responses to each question using a predetermined rating scale and predetermined scoring criteria. This testing component measures the knowledge and abilities listed below.

KNOWLEDGE AND ABILITIES

A. Knowledge of:

1. State laws, rules, and regulations related to occupational licenses or commercial driver licenses granted, regulated, and controlled by DMV.
2. Rules of evidence.
3. Inspection techniques and procedures.
4. Industry practices and inspection problems such as those encountered in the automobile, driving school, and traffic violation school industries.
5. Principles of supervision and training.
6. Finding development and report writing techniques.
7. The Department's Equal Employment Opportunity Program objectives.
8. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

B. Ability to:

1. Apply the sections of the California Vehicle Code, Administrative Code, and Business and Professions Code and other laws, regulations, policies, and procedures pertaining to occupational licensing or commercial driver licenses.
2. Interpret and apply regulations to specific cases.
3. Independently apply code provisions.
4. Give and follow oral and written directions.
5. Effectively plan, organize, and direct the work of others.
6. Use tact and good judgment in dealing with the public and other employees.
7. Analyze situations accurately and adopt an effective course of action.
8. Train new employees and supervise subordinates.
9. Communicate effectively.
10. Effectively contribute to the Department's equal employment opportunity objectives.

VETERANS' PREFERENCE

Veterans' Preference will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance 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. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

CAREER CREDITS

Career Credits **will not** be added to the final score of this examination.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> .

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection and Certification Unit at (916) 657-7553 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection and Certification Unit at (916) 657-7553 three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or Performance Test fails to reach him/her three days prior to his/her scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Standard State Applications (STD. 678) are available at www.jobs.ca.gov, local offices of the Employment Development Department, and the testing department on this examination bulletin.

If you meet the requirements stated on this 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 on this bulletin will be rated against predetermined job-related rating criteria. All candidates who pass will be ranked according to their scores.

The Department of Motor Vehicles reserves the right to revise the examination plan to better meet the needs of the State, 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.

General Qualifications: Candidates shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class. Where the position requires the driving of an automobile, the employee must have a valid state driver license, a good driving record and is expected to drive the car safely. 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) service-wide promotional, 5) departmental open, and 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.

GENERAL INFORMATION - CONTINUED

Criminal Record Clearance Information: Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigation will complete this check. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Veterans' Preference: Veterans' Preference will be awarded as follows: (1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance 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) An entrance examination is defined under the law as any open competitive examination. (3) Veterans' Preference is not granted once a person achieves permanent civil service status. The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

If High School Equivalence is required: 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 State Department of Education, a local school board, or high school authorities that the candidate 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.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired

from TDD Phones: 1-800-735-2929 from Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.