



Bulletin Release Date: March 15, 2013
Final File Date: March 25, 2013

CALIFORNIA PRISON INDUSTRY AUTHORITY

HEAVY EQUIPMENT MECHANIC (CORRECTIONAL FACILITY)

3PI04

OPEN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR 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.

POSITIONS EXIST AT	Deuel Vocational Institution in Tracy, On Time Delivery - North in Sacramento, and Corcoran State Prison in Corcoran.
WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements). This is an open examination.
HOW TO APPLY	Applications (Form 678) are available, and must be filed by mail or in person, with the California Prison Industry Authority (CALPIA), Examination Services Unit, 560 East Natoma Street, Folsom, CA 95630-2200 by the final filing date. DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR)
FINAL FILING DATE	Applications (Form 678) must be POSTMARKED no later than MARCH 25, 2013 . Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that interviews will be held during MAY/JUNE . No reschedules will be allowed.
SALARY	\$4,106 - \$4,732
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	An eligible list will be established for CALPIA. 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.
POSITION DESCRIPTION	Under general supervision, inspects equipment to locate and determine the extent of necessary repairs and the corrective action necessary; maintains and repairs automobiles, trucks, tractors, (dry vans & flatbeds), refrigerated trailers, forklifts and other material hauling equipment; pumps, air compressors, diesel and gasoline engines, and similar equipment; constructs new special equipment or modifies existing equipment including body frames and running gear; installs or repairs special equipment; operates and maintains tools and machinery used in the repair and maintenance of heavy maintenance; operates power equipment with diesel or gasoline engines to determine malfunction(s) and corrective action; services, repairs and maintains trailers in keeping with governmental rules and regulations; supervises and instructs inmate workers in the repair, service, and maintenance of equipment and the safe and proper use of tools, volatile substances, and machinery used in a typical repair shop; may be required to operate a computerized maintenance program; prepares and maintains the control and inventory of tools, volatile substances and shop machinery used daily in the service and repair of all equipment; prepares written reports, documents and requisitions, and maintains records and files as required by CALPIA, CDCR, Department of General Services, Office of Fleet Administration, California Highway Patrol and/or any other regulatory agency applicable to the maintenance and operation of motorized equipment. Positions are subject to the DMV's Employee Pull Notice program.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include “to” and “from” employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.
MINIMUM QUALIFICATIONS	<p>Possession of a valid Class C driver license. (Applicants who do not possess the license will be allowed to compete in the examination, but the license must be obtained prior to appointment.)</p> <p style="text-align: center;">and</p> <p style="text-align: center;">Either I</p> <p>Completion of a recognized apprenticeship as a gas and diesel-powered truck mechanic, or a heavy construction equipment 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.)</p> <p style="text-align: center;">Or II</p> <p>Four years of varied mechanical experience on gas and diesel-powered trucks or heavy construction equipment. An Associate of Arts Degree in Heavy Equipment Maintenance, Diesel Mechanics, or Heavy Equipment Mechanics, or a certificate of completion from an accredited Community college or equivalent degree or certificate approved by the Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Division 10, Part 59, Chapter 3, may be substituted for two years of the required experience. (Students who are within six months of completing their degree will be admitted to the examination but must present evidence of completion prior to appointment.)</p> <p style="text-align: center;">Or III</p> <p>Three years performing the duties of a Heavy Equipment Mechanic Apprentice in the California state service, at least two years of which shall have included experience on gasoline and diesel-powered trucks, construction or highway maintenance equipment.</p> <p>NOTE: Provide your valid Class C driver license number on your application. For Pattern II provide a copy of educational degree if applicable.</p>
ADDITIONAL DESIRABLE QUALIFICATIONS	<p>Possession of a valid Class A or Class B driver license with endorsements for testing operation and delivery of required commercial equipment.</p> <p>Assignment during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p> <p>Education equivalent to completion of the 12th grade.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a qualifications appraisal interview only. During their interview, competitors should be prepared to answer questions relating to areas shown under scope. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p style="text-align: center;">QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</p>
SCOPE	<p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Methods, materials, tools, and equipment used in construction, assembly, overhaul, repair, and adjustment of gas and diesel powered trucks, and heavy construction and maintenance equipment. 2. Operating characteristics of heavy construction and maintenance equipment and gas and diesel powered trucks. 3. Safety regulations and practices. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Communicate effectively at a level required for successful job performance. 2. Fabricate, repair, and make adjustments to various equipment and systems (i.e., heavy construction and maintenance equipment, gas and diesel-powered trucks, etc.). 3. Install and test pumps, motors, and similar equipment. 4. Perform welding. 5. Estimate repair costs. 6. Work from drawings and sketches and make sketches of broken parts for replacement. 7. Make repairs in the field without supervision. <p>C. Skill in:</p> <ol style="list-style-type: none"> 1. Mechanical repair, adjustment, and fabrication of special equipment.

VETERANS' PREFERENCE CREDITS	Veterans' Preference Credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.
QUESTIONS	If you have any questions concerning this announcement, please contact the CALPIA, Examination Services Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact CALPIA at (916) 358-2696 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview, due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at CALHR, local offices of the Employment Development Department, CALPIA and at www.pia.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

CALPIA 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 law and rules and all competitors will be notified.

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. Ordinarily, oral interviews are scheduled at Folsom's central office and correctional institutions throughout the State. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) Subdivisional promotional, 2) departmental promotional, 3) multi-departmental, 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 and under certain circumstances may be extended beyond that time.

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, an investigation may be made of employment records and personal history and fingerprinting may be required. Any limitation which restricts a person from safely performing the essential functions of the position may constitute the basis for removal of the candidate's name from the eligible list.

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing information on arrests and driving violations. Candidates will be fingerprinted to search fingerprint files to disclose any criminal record. The hiring agency will use this information to determine your suitability to become a CALPIA employee. Information collected for a background investigation is distinct from that required on the Examination Application (STD Form 678) which is completed prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required when completing the Examination Application.

Veterans' Preference Credits: California Law allows granting of Veterans' Preference Credits in Open examinations and Open Non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in Open Non-promotional examinations is granted as follows: 10 points for veterans; and 15 points for disabled veterans. Directions for applying for veterans' preference points are on the veteran preference application (Form 10093), which is available from CALHR, the Department of Veterans Affairs, P. O. Box 942895, Sacramento, CA 94295-0001, and CALPIA.

Policy of Nondiscrimination On The Basis Of Disability and Equal Employment Opportunity Statement: CALPIA does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements to Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

CALIFORNIA PRISON INDUSTRY AUTHORITY
560 EAST NATOMA STREET * FOLSOM, CA 95630-2200
CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922