



# SENIOR MOTOR VEHICLE TECHNICIAN

## Examination Code: 1MV09

**Department:** Department of Motor Vehicles  
**Examination Type:** Departmental Promotional  
**Final Filing Date:** Continuous

### CLASSIFICATION DETAILS

**Salary Range:** \$4,654.00 - \$5,827.00 per month

View the [Senior Motor Vehicle Technician classification specification](https://www.calhr.ca.gov/state-hr-professionals/Pages/1890.aspx) at <https://www.calhr.ca.gov/state-hr-professionals/Pages/1890.aspx>

### APPLICATION INSTRUCTIONS

**Final Filing Date:** Continuous

**If you have taken the test for the Senior Motor Vehicle Technician classification in the previous 12 months, it may be too early for you to take this examination.**

**Please check your previous Final Results Notification letter to determine the date you may retake this examination BEFORE continuing this examination process. Retaking this examination under a different name or last four digits of Social Security number is not allowed.**

#### **Who Should Apply:**

This is a departmental promotional examination for the Department of Motor Vehicles. Applicants who meet the minimum qualifications as stated on this examination bulletin and meet one of the below promotional requirements may apply to take this examination.

1. Be a current DMV employee in a permanent position (California Code of Regulations [CCR] Section 234); or
2. Have had a permanent appointment with the DMV with no subsequent break in service by resignation, non-disability retirement, or removal for cause (CCR Section 234); or
3. Be on temporary assignment or loan to the DMV under CCR Section 438 and have permanent civil service status in another agency (CCR Section 234); or

4. Be a current employee in a government agency or subdivision for the State of California who previously held a position with DMV within the past three (3) years, had promotional eligibility for the Senior Motor Vehicle Technician examination, has not attained permanent status in the new agency, and has had no subsequent break in state service by resignation, non-disability retirement, or removal for cause (CCR Section 235); or
5. Be a former DMV employee who has moved to another agency without a break in service, who otherwise had eligibility for the Senior Motor Vehicle Technician promotional examination, and (a) has not attained permanent status in the new agency, (b) is under an exempt appointment and has not lost the right of return to civil service status under California Government Code (GC) Section 19141, or (c) is under a training assignment conforming to the provisions of GC Section 19050.8, or (d) is under a Career Executive Assignment (CCR Section 235); or
6. Be a person who is on a leave of absence or whose name appears on a reemployment list who immediately preceding leave of absence or layoff had appropriate civil service status for the examination (CCR Section 235.2).
7. Be a current or former employee of the State of California Legislature who held the position for two (2) or more consecutive years (GC Section 18990); or
8. Be a current or former employee of the State of California Executive Branch who held the position for two (2) or more consecutive years (GC Section 18992); or
9. Be retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty (GC Section 18991).

### **How To Apply:**

Applications for this online examination must be submitted online only. The link to connect to the online examination is under the "TAKING THE EXAMINATION" section of this examination bulletin.

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

### **Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a verified disability or medical condition, please select the Reasonable Accommodation request in the Experience Questionnaire. For questions, please contact the testing department using the "CONTACT INFORMATION" section of this examination bulletin.

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this examination bulletin to be accepted into the examination. Applicable part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Per CCR Section 171.1, when calculating part-time equivalent experience toward satisfying the minimum amounts of full-time experience, 173.33 hours of actual time worked equals one month. Twelve months equal one year.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “**Either I, II, or III**”, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

### **Either I**

**Experience:** In the California state service, 12 months of experience performing duties equivalent in level of responsibility to the classes of Motor Vehicle Representative, Range C (formerly Motor Vehicle Field Representative, Range C and Motor Vehicle Technician, Range B); Control Cashier I; or Motor Vehicle Program Supervisor I. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must complete one year of this experience before they can be eligible for appointment.)

### **Or II**

**Experience:** Three years of experience in a governmental or private agency performing duties of a public contact nature which provides familiarity with the regulations and policies of the State of California governing the licensing of drivers and registration of vehicles and vessels. (Experience in the California state service applied toward this requirement must include at least six months in a class with a level of responsibility equivalent to that of a Motor Vehicle Representative, Range C [formerly Motor Vehicle Field Representative, Range C and Motor Vehicle Technician, Range B]; Control Cashier I; or Motor Vehicle Program Supervisor I.) (Academic education above the 12th grade may be substituted for up to two years of the required experience on the basis of one year of general education or education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.) **and**

**Education:** Either equivalent of completion of the 12th grade or completion of a business school program, such as those offered through the Manpower Development and Training Act.

## **DEFINITIONS**

“**Performing duties equivalent in level of responsibility 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.

## **POSITION DESCRIPTION**

Under general direction, the Senior Motor Vehicle Technician will provide lead direction and guidance to Motor Vehicle Representatives, Motor Vehicle Assistants, and other clerical and related staff. Senior Motor Vehicle Technicians act as expert resources in technical subject-matter areas; or personally perform the most difficult and complex technical work of the Department of Motor Vehicles.

Incumbents receive only general direction and must exhibit a high level of initiative, independence, and responsibility for the accuracy and thoroughness in their work.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Experience Questionnaire** – Weighted 100% of the final score.

The examination will consist solely of an **Experience Questionnaire (EQ)**. To obtain a position on the eligible list, a minimum score of 70% must be received. Your Final Results Notification letter will be sent to you by email or by postal mail per your selection in the EQ, and your examination results will appear in your CalCareer account within 30 calendar days of completion of the EQ.

## **KNOWLEDGE AND ABILITIES**

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of experience, emphasis in each examination component will be measuring competitively, relative job demands, each applicant's:

### **Knowledge of:**

1. Sections of the California Vehicle Code and other laws and regulations of the Department of Motor Vehicles relating to the licensing of drivers and the removal of modifications of driver licenses.
2. The registration of vehicles and vessels.
3. Regulations related to operating authority.
4. The licensing and enforcement of laws, rules, and regulations related to vehicle dealers, manufacturers, and dismantlers.
5. The purposes, organization, and activities of the Department of Motor Vehicles.
6. Modern office methods, equipment, and procedures including the use of computer terminals.
7. Receiving, disbursing, and receipting for money.

### **Ability to:**

1. Perform more complex technical work.
2. Follow directions.
3. Evaluate situations accurately and take effective action.
4. Interpret and apply laws, rules, regulations, procedures, and policies.
5. Make arithmetic calculations with speed and accuracy.
6. Read and write English at a level required for successful job performance.
7. Meet and deal tactfully with the public, coworkers, and/or clients either face-to-face or by telephone.
8. Work with minimal direction.
9. Provide leadership, guidance, and advice to other workers.

## **SPECIAL PERSONAL CHARACTERISTICS**

Ability to work with the public so as to create a public service image of courtesy, friendliness, efficiency, and effectiveness; ability to type at a minimum of 23 words per minute.

## ELIGIBLE LIST INFORMATION

A Departmental promotional eligible list for the **Senior Motor Vehicle Technician** classification will be established for the **Department of Motor Vehicles**.

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of examination date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will **not** be granted for this examination because it does not meet the requirements for Veteran's Preference.

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

## EXAMINATION INFORMATION

[Click here to preview the Senior Motor Vehicle Technician Experience Questionnaire](#)

Alternatively, you may enter the following URL into your web browser:

[https://www.surveymonkey.com/r/Preview\\_of\\_the\\_Senior\\_Motor\\_Vehicle\\_Technician\\_Experience\\_Questionnaire](https://www.surveymonkey.com/r/Preview_of_the_Senior_Motor_Vehicle_Technician_Experience_Questionnaire)

## PREPARING FOR THE EXAMINATION

Below is a list of suggested resources to have available prior to taking the examination.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above, resume, and a list of your professional references.

## TAKING THE EXAMINATION

[Click here to take the Senior Motor Vehicle Technician Experience Questionnaire](#)

Alternatively, you may enter the following URL into your web browser:

[https://www.surveymonkey.com/r/Senior\\_Motor\\_Vehicle\\_Technician\\_Exam](https://www.surveymonkey.com/r/Senior_Motor_Vehicle_Technician_Exam)

### Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a verified disability or medical condition, please select the Reasonable Accommodation request in the Experience Questionnaire. For questions, please contact the testing department under the "CONTACT INFORMATION" section of this examination bulletin.

## TESTING DEPARTMENT

Department of Motor Vehicles

## CONTACT INFORMATION

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

Department of Motor Vehicles  
Talent Acquisition Unit  
P.O. Box 932315, MS E678  
Sacramento, CA 94232-3150

Phone: (916) 657-7553  
Email: DMV\_Exams@dmv.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the deaf or hard of hearing and is reachable only from phones equipped with a TTY Device.

You will be provided with your Final Results Notification letter and employment inquiry notices using electronic communication unless you specifically request communication by postal mail in the Experience Questionnaire.

## **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/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](http://www.calcareers.ca.gov).

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 examination 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 Motor Vehicles 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.

**Temporary Assignments/Loans:** Experience from Temporary Assignments/Loans may be counted toward meeting the minimum qualifications for this examination if the experience qualifies as out-of-class experience in accordance with the California Code of Regulations Section 212.

Experience from approved out-of-class assignments to specific classifications may be counted toward satisfaction of the minimum qualifications for this examination per Government Code Section 19050.8.

For consideration of experience from an approved out-of-class assignment, submit a copy of the approval to the Talent Acquisition Unit at the address provided under the "CONTACT INFORMATION" section of this examination bulletin, or send it by email with the subject Senior Motor Vehicle Technician Examination to [DMV\\_Exams@dmv.ca.gov](mailto:DMV_Exams@dmv.ca.gov).

**General Qualifications:** All candidates for, appointees to, and employees in the state civil service 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.

**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 examination 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.

**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.

**Promotional Examination:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under CCR Sections 234, 235, and 235.2, and GC Sections 18990, 18991 and 18992, which contain provisions regarding civil service status and eligibility for promotional examinations. CCRs may be viewed at <https://govt.westlaw.com>, and GCs may be viewed at <https://leginfo.legislature.ca.gov/faces/codes.xhtml>.

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