



AUTOMOTIVE POOL ATTENDANT I

Exam Code: 3GS33

Department: Department of General Services

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Automotive Pool Attendant I (6898) - \$3,218 - \$3,662 per month.

View the [Automotive Pool Attendant I](#) classification specification.

APPLICATION DEADLINES

Applications are accepted on a continuous basis. Cut-off-dates for processing are as follows:

September 29, 2023

December 29, 2023

March 29, 2024

June 28, 2024

Check back periodically as cut-off dates may be added in the future. Cut-off dates are subject to change or can be cancelled at any time. Such changes or cancellations will be in accordance with civil service laws and rules. Additionally, applications may be processed on a flow basis prior to the cut-off-date to meet the hiring needs of the Department.

APPLICATION INSTRUCTIONS

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin by the cut-off-date may apply for and take this examination.

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

How To Apply:

Applicants are required to submit a completed and signed (1) [State Application](#) (Std. Form 678) and (2) Training and Experience Evaluation (found at the end of this bulletin) either by mail, in person, or via email to the addresses listed below.

Via Email

DGSExams@dgs.ca.gov

The preferred method of application submittal is via email as it is the most **expeditious** method of communication.

By Mail

Department of General Services
Office of Human Resources
Attn: Recruitment and Examination Services Unit
P.O. Box 989052
West Sacramento, CA 95798-9052

In Person

Department of General Services
707 3rd Street, Lobby*
West Sacramento, CA 95605
Monday through Friday, 8:00 a.m. to 5:00 p.m. (excluding holidays)

*Visitors to the Department of General Services must be escorted at all times. Applicants must use the telephone provided in the Lobby to contact the Office of Human Resources at (916) 376-5400 OR email DGSExams@dgs.ca.gov to set up an appointment to drop off their application.

Do not submit applications to the California Department of Human Resources.

Applications with an original or electronic signature will be accepted.

Dates printed on mobile barcodes or equivalent mobile print technology shall not be considered postmarks and, as such, are not acceptable proof of the date an application was filed.

Applications MUST include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information MUST include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable). Applications received without this information may have delays in processing and/or may be rejected.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact the 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.

Automotive Pool Attendant I

Either I

One year of experience in the California state service performing the duties of a Service Assistant (Automotive).

Or II

Either:

Experience: One year of experience in delivery service motor vehicle operation, or garage, service station, or parking lot work. **Or**

Education: Equivalent to completion of the twelfth grade.

Applicants using education to meet the minimum qualifications MUST provide a copy of their diploma, unofficial transcript, statement and/or evaluation from an accredited U.S. college/university with their Examination Application (Std. Form 678).

POSITION DESCRIPTION

Automotive Pool Attendant I

This is the lower working level of the series. Employees at this level perform the moving, parking, and servicing of vehicles. They also clean the garage area and equipment.

Positions exist statewide.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience (T&E) Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **T&E Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their exam results within four (4) weeks of the cut-off-date.

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:

Ability to:

1. Do simple clerical work.
2. Follow oral and written directions.
3. Read and write English at the level required for successful job performance.
4. Drive all makes of cars.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Automotive Pool Attendant I** classification will be established for:

Department of General Services

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twenty-four (24) 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.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

To streamline the examination process, please create a [CalCareer Account](#) with CalHR. A CalCareer Account is a one stop shop for taking civil service examinations, applying for state jobs, and provides storage and organization for your documents and communications stemming from job opportunities, all in a paperless format. To sign up for a CalCareer Account, or log in to your existing account, [Click here](#).

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.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TESTING DEPARTMENTS

Department of General Services

CONTACT INFORMATION

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

Department of General Services
Office of Human Resources
Attn: Recruitment and Examination Services Unit
707 3rd Street
West Sacramento, CA 95605

Phone: (916) 376-5400

Email: DGSExams@dgs.ca.gov

California Relay Service: 7-1-1 (TTY and voice)

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. Form 678) forms are available at CalHR, 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.

Department of General Services 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.

This bulletin cancels and supersedes all previously issued bulletins.



Automotive Pool Attendant I Training and Experience Evaluation

GENERAL INFORMATION

This Training and Experience Evaluation (T&E) will be used to measure your experience, training, and/or education relevant to this classification. It will ask you to rate yourself on the experience, training, and/or education that you will bring to the job with Department of General Services (DGS).

This T&E Evaluation is a scored component accounting for 100% of your score in this examination. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. It is important to complete the T&E Evaluation carefully and accurately. Your responses are subject to verification before appointment to a position. It is essential to ***take your time and read all questions and responses carefully*** before selecting your response.

The eligible list resulting from this examination will be used by DGS to fill our existing and/or future vacancies. A "Conditions of Employment" form is included in this T&E Evaluation that will allow you to select the location(s), tenure(s), and time base(s) that you are interested in working.

AFFIRMATION STATEMENT

I hereby certify and understand that the information provided by me on this examination is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand that if it is later determined that I have made any false or inaccurate representations in any of the information I have provided, I will be removed from the eligible list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal. I also understand that I am solely responsible for the accuracy of the responses I provide.

Print Name _____

CalCareer ID #: _____ Email: _____

Cell Phone #: _____ Work Phone #: _____

Signature _____ Date: _____

FILING INSTRUCTIONS

You are required to submit **this completed T&E** as follows:

Via Email

DGSExams@dgs.ca.gov

The preferred method of T&E submittal is via email as it is the most **expeditious** method of communication.

By Mail

Department of General Services
Office of Human Resources
Attn: Recruitment and Examination Services Unit
P.O. Box 989052
West Sacramento, CA 95798-9052

In Person

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TRAINING AND EXPERIENCE EVALUATION

INSTRUCTIONS: Read each statement carefully and select one option for each of the scales provided that best relates your experience. In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or unpaid.

1. Verify that vehicle’s various fluid levels (e.g., engine oil, transmission, brake, power steering, washer, coolant) are sufficient in accordance with manufacturer’s specifications.

A. Select one that best relates to the length of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 1 to 11 months
- 0 to less than 1 month

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

2. Visually inspect vehicle's various, minor mechanical parts (e.g., fan belts, radiator hoses, door handles, batteries) and document possible defects and/or safety issues.
 - A. Select one that best relates to the length of your experience performing this task.
 - 36 or more months
 - 24 to 35 months
 - 12 to 23 months
 - 1 to 11 months
 - 0 to less than 1 month
 - B. Select one that best relates to the **frequency** (how often) you performed this task.
 - Daily
 - Weekly
 - Monthly
 - Yearly
 - Never

3. Fill vehicle's fuel tank with appropriate fuel (e.g., gasoline, compressed natural gas, propane) or charge electric vehicles.
 - A. Select one that best relates to the length of your experience performing this task.
 - 36 or more months
 - 24 to 35 months
 - 12 to 23 months
 - 1 to 11 months
 - 0 to less than 1 month
 - B. Select one that best relates to the **frequency** (how often) you performed this task.
 - Daily
 - Weekly
 - Monthly
 - Yearly
 - Never

4. Perform minor detail operations on vehicles (e.g., install license plates, windshield wipers, check tires air pressure.)
- A. Select one that best relates to the length of your experience performing this task.
- 36 or more months
 - 24 to 35 months
 - 12 to 23 months
 - 1 to 11 months
 - 0 to less than 1 month
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily
 - Weekly
 - Monthly
 - Yearly
 - Never
5. Retrieve and properly park vehicles to maximize garage/yard capacity using safe driving practices.
- A. Select one that best relates to the length of your experience performing this task.
- 36 or more months
 - 24 to 35 months
 - 12 to 23 months
 - 1 to 11 months
 - 0 to less than 1 month
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily
 - Weekly
 - Monthly
 - Yearly
 - Never

6. Monitor and direct pedestrians and drivers into garage/yard in order to ensure an efficient and secure area, using tact and effective communication skills.

A. Select one that best relates to the length of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 1 to 11 months
- 0 to less than 1 month

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

7. Clean and sanitize vehicles for customers using appropriate tools (e.g., glass cleaner, shop cloth rags, vacuum, automated car wash.)

A. Select one that best relates to the length of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 1 to 11 months
- 0 to less than 1 month

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

8. Dispose of debris and oil contaminated solvents, and dry sweep to maintain a clean and safe working environment in accordance with organizational policies/procedures, OSHA, EPA, and standard automotive industry policies and practices.

A. Select one that best relates to the length of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 1 to 11 months
- 0 to less than 1 month

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

9. Provide services and/or information to clients (e.g., demonstrate operation of equipment, shuttle, vehicle recovery and/or towing, vendor repair sites, alternative fuel, or EV charging stations) to ensure an efficient garage/yard operation.

A. Select one that best relates to the length of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 1 to 11 months
- 0 to less than 1 month

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

10. Maintain a clean and organized work area to ensure a safe and efficient working environment.

A. Select one that best relates to the length of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 1 to 11 months
- 0 to less than 1 month

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

11. Communicate with managers/supervisors and colleagues on status, progress, or potential problems on tasks/projects.

A. Select one that best relates to the length of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 1 to 11 months
- 0 to less than 1 month

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

12. Provide and enforce rules and guidelines to all users of EV Charging Stations, using tact and effective communication skills.

A. Select one that best relates to the length of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 1 to 11 months
- 0 to less than 1 month

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

13. Monitor usage of Electric Vehicle (EV) Charging Stations by maintaining sign-in and/or wait list.

A. Select one that best relates to the length of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 1 to 11 months
- 0 to less than 1 month

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

14. Attend training and/or safety meetings for personal and/or job-related objectives (e.g., upward mobility, career development, departmental/state mandated) to enhance knowledge of job-related functions and meet organizational requirements.

A. Select one that best relates to the length of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 1 to 11 months
- 0 to less than 1 month

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

15. Retrieve vehicle ID status (e.g., vehicle ID, plate, equipment number, make, model, vehicle condition) through visual inspection to assist office staff in completion of sales documents.

A. Select one that best relates to the length of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 1 to 11 months
- 0 to less than 1 month

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

16. Verbally greet, interact diplomatically and tactfully with customers to ensure an efficient garage/yard operation.

A. Select one that best relates to the length of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 1 to 11 months
- 0 to less than 1 month

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

17. Input vehicle mileage and service data in appropriate spreadsheets, dispatch log, or fleet software.

A. Select one that best relates to the length of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 1 to 11 months
- 0 to less than 1 month

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

18. Provide or return vehicles to customers promptly to ensure smooth and efficient operations.

A. Select one that best relates to the length of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 1 to 11 months
- 0 to less than 1 month

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

CONDITIONS OF EMPLOYMENT

Please mark the appropriate box(es) of your choice – you will not be offered a job in locations not marked.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

TYPE OF EMPLOYMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "Any" if you are willing to accept any type of employment. If all are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent, Full-Time positions.

- Any
- Permanent, Full Time
- Permanent, Part Time
- Permanent, Intermittent
- Limited Term, Full Time
- Limited Term, Part Time

LOCATION(S) YOU ARE WILLING TO WORK

(0005) ANYWHERE IN THE STATE – if this box is marked, no further selection is necessary.

NORTHERN CALIFORNIA COUNTIES

- | | | |
|---|---|--|
| <input type="checkbox"/> (0400) Butte | <input type="checkbox"/> (2300) Mendocino | <input type="checkbox"/> (4500) Shasta |
| <input type="checkbox"/> (0600) Colusa | <input type="checkbox"/> (2500) Modoc | <input type="checkbox"/> (4600) Sierra |
| <input type="checkbox"/> (0800) Del Norte | <input type="checkbox"/> (2800) Napa | <input type="checkbox"/> (4700) Siskiyou |
| <input type="checkbox"/> (0900) El Dorado | <input type="checkbox"/> (2900) Nevada | <input type="checkbox"/> (4900) Sonoma |
| <input type="checkbox"/> (1100) Glenn | <input type="checkbox"/> (3100) Placer | <input type="checkbox"/> (5100) Sutter |
| <input type="checkbox"/> (1200) Humboldt | <input type="checkbox"/> (3200) Plumas | <input type="checkbox"/> (5200) Tehama |
| <input type="checkbox"/> (1700) Lake | <input type="checkbox"/> (3400) Sacramento | <input type="checkbox"/> (5300) Trinity |
| <input type="checkbox"/> (1800) Lassen | <input type="checkbox"/> (3800) San Francisco | <input type="checkbox"/> (5700) Yolo |
| | <input type="checkbox"/> (3900) San Joaquin | <input type="checkbox"/> (5800) Yuba |

CENTRAL CALIFORNIA COUNTIES

- | | | |
|--|--|---|
| <input type="checkbox"/> (0100) Alameda | <input type="checkbox"/> (1500) Kern | <input type="checkbox"/> (4000) San Luis Obispo |
| <input type="checkbox"/> (0200) Alpine | <input type="checkbox"/> (1600) Kings | <input type="checkbox"/> (4100) San Mateo |
| <input type="checkbox"/> (0300) Amador | <input type="checkbox"/> (2000) Madera | <input type="checkbox"/> (4300) Santa Clara |
| <input type="checkbox"/> (0500) Calaveras | <input type="checkbox"/> (2100) Marin | <input type="checkbox"/> (4400) Santa Cruz |
| <input type="checkbox"/> (0700) Contra Costa | <input type="checkbox"/> (2200) Mariposa | <input type="checkbox"/> (4800) Solano |
| <input type="checkbox"/> (1000) Fresno | <input type="checkbox"/> (2400) Merced | <input type="checkbox"/> (5000) Stanislaus |
| <input type="checkbox"/> (1400) Inyo | <input type="checkbox"/> (2600) Mono | <input type="checkbox"/> (5400) Tulare |
| | <input type="checkbox"/> (2700) Monterey | <input type="checkbox"/> (5500) Tuolumne |

SOUTHERN CALIFORNIA COUNTIES

- (1300) Imperial
- (1900) Los Angeles
- (3000) Orange
- (3500) San Benito
- (3300) Riverside
- (3600) San Bernardino
- (3700) San Diego
- (4200) Santa Barbara
- (5600) Ventura

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

If you would like to change your address, phone number(s), email address, and/or locations and tenure/time base preferences, please log into your CalCareer Account, and click on the Eligibilities tab.