



California Department of
State Hospitals

Truck Driver

Exam Code: 0MHEJ

Department: Department of State Hospitals

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Truck Driver – Range A \$3,607 - \$4,142 per month.

Truck Driver – Range B \$3,945 - \$4,542 per month.

View [the Truck Driver classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

The cut-off-date is the fourth Friday of each month. All completed applications submitted by the cut-off-date will be processed for that administration.

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin 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 an Examination/Employment Application (STD 678) found at www.calcareers.ca.gov either by mail, in person, or via email to the address listed below. Under the “Explanations” section of the STD 678, indicate how you would like to receive the examination (i.e., email or regular mail), if no method is identified on the STD 678, the examination will be emailed to the email address provided.

The preferred method to apply is by emailing your STD 678 to:

SacramentoExamsUnit@dsh.ca.gov

Type the following in the Subject Line of the email: 0MHEJ – First Name Last Name

You may also apply by mail to:
Department of State Hospitals – Sacramento
Selection Services Unit
1600 9th Street – Room 121
Sacramento, CA 95814

Or in person at:
Department of State Hospitals – Sacramento
1600 9th Street
Sacramento, CA 95814
Monday through Friday, 8am to 5pm (excluding State holidays)

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.

Possession of a driver license valid for the operation of any two-axle vehicle, except a bus designed to carry more than 15 passengers, and such vehicle towing another vehicle weighing less than 6,000 pounds gross. Applicant who do not possess this license will be admitted to the examination but must secure the license prior to appointment.

And

Experience: At least six months of experience in operating motor trucks.

POSITION DESCRIPTION

Under supervision to drive a truck of less than three and one-half tons and to perform related laboring work; may instruct, lead or supervise inmates, wards or resident workers; and to do other related work.

Drives and handles a truck or dump truck; hauls material and equipment; loads and unloads trucks; greases, oils, and keeps the truck in good running order; makes emergency adjustments to the truck and motor; changes tires; keeps the truck supplied with oil, gas, and water; and keeps records of the work done.

EXAMINATION SCOPE

This examination will consist solely of a **Training and Experience (T&E) Evaluation** weighted 100% of the final score. To obtain a position on the eligible list, a minimum

score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

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:

- 1 - Knowledge of operation, care, adjustment, and repair of trucks.
- 2 - Knowledge of provisions of the California Vehicle Code applying to the operation of vehicles on the highway.
- 3 - Ability to make adjustments and emergency repairs to trucks.
- 4 - Ability to follow oral and written directions.
- 5 - Ability to keep simple records.

Special Personal Characteristics

- 1 – Willingness and ability to do heavy manual labor.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Truck Driver** classification will be established for:

Department of State Hospitals

Positions may exist in various counties throughout California.

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established, unless the needs of the service and conditions of the list warrant a change in the period. 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: Career Credits are not granted for examinations administered on an Open basis or Promotional basis.

PREPARING FOR THE EXAMINATION

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

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.

TAKING THE EXAMINATION

You are required to submit your application following the instructions above. Once it has been determined that you meet the minimum qualifications for entrance into the examination, you will be contacted by email (unless you specify mail on your STD 678) 2 – 3 weeks after the cut-off-date with instructions for completing this examination.

TESTING DEPARTMENTS

Department of State Hospitals

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 State Hospitals

Selection Services Unit

Monday through Friday, 8am to 5pm (excluding State holidays)

Phone: 916-651-8832

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

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 State Hospitals 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.