



BULLETIN RELEASE DATE: MARCH 18, 2013

FINAL FILING DATE: MARCH 27, 2013

CALIFORNIA PRISON INDUSTRY AUTHORITY

HEAVY TRUCK DRIVER (CORRECTIONAL FACILITY) OPEN

3PI05

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	On Time Delivery (OTD)-North-Sacramento; OTD-South at the California Institution for Men, Chino; OTD-Central at the Corcoran State Prison; and other adult correctional facilities throughout the State.
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, 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 27, 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	\$3497 - \$4019
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	A Heavy Truck Driver (Correctional Facility) drives a heavy motor truck-tractor with semi trailer or heavy motor truck and trailer equipment; hauls material, supplies, and equipment between distant points; loads and unloads or supervises the loading and unloading of assigned equipment, limiting the load to a safe capacity; has trucks serviced and checked at regular intervals and keeps trucks in clean and serviceable condition; changes tires, makes emergency adjustments to the truck and motor and reports defects to supervisors; keeps records and makes reports as required; incumbent also maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevents escapes and injury by these persons or others or to property; maintains security of working areas and work materials; inspects and searches inmates or wards for contraband, such as weapons or illegal drugs. 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	Possession of a California driver’s license valid for the operation of any combination of vehicles. and One year of experience (within the last ten years) in operation heavy compound transmission motor truck-tractors with semi trailer or heavy motor truck and trailer equipment. NOTE: OPERATION OF ANY COMBINATION OF VEHICLES IS DEFINED AS A CLASS “A” LICENSE. Provide your Class A Driver License number on your application. Applications received without this information will be rejected.
SPECIAL PERSONAL CHARACTERISTICS	Willingness and ability to do heavy manual labor.
SPECIAL PHYSICAL CHARACTERISTICS	Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.
EXAMINATION INFORMATION	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. QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%
SCOPE	A. Knowledge of: 1. Operation and servicing requirements of heavy motor truck-tractor with semi trailer or heavy motor truck and trailer equipment using compound transmissions. 2. Provisions of the California Vehicle Code applying to the operation of vehicles on the highway. B. Ability to: 1. Recognize and take necessary precautions against hazardous driving conditions. 2. Drive in a smooth, careful, and safe manner. 3. Detect motor trouble and to take prompt precautions to avoid breakdowns and damage to trucks and cargo. 4. Make adjustments and emergency repairs to equipment operated. 5. Properly load and unload equipment and when necessary to direct helpers. 6. Follow oral and written directions. 7. Keep necessary records and make reports.
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, <u>VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS’ CREDITS.</u>
QUESTIONS	If you have any questions concerning this announcement, please contact the California Prison Industry Authority, Examination 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 the California Prison Industry Authority 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.

The California Prison Industry Authority 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 headquarters 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 Credits are on the Veterans' Preference application (Form 10093), which is available from CALHR, written test proctors, the Department of Veterans Affairs, P. O. Box 942895, Sacramento, CA 94295-0001, and by contacting CALPIA.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement: The California Prison Industry Authority 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 discrimination 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-WWW.PIA.CA.GOV
CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922