



**THE FINAL FILING DATE FOR THIS EXAM HAS BEEN EXTENDED. IF YOU PREVIOUSLY SUBMITTED AN APPLICATION FOR THIS EXAM, PLEASE DO NOT REAPPLY.**

**CLASSIFICATION: HEAVY TRUCK DRIVER (CF)**  
**CLASS-EXAM CODE: 6379-6PI08**

**Department: CALIFORNIA PRISON INDUSTRY AUTHORITY**  
**Bulletin Release Date: JUNE 28, 2016**  
**Original Final Filing Date: JULY 28, 2016**  
**Date:**  
**EXTENDED Final Filing Date: AUGUST 26, 2016**  
**Type of Examination: OPEN - STATEWIDE**

### **EQUAL EMPLOYMENT OPPORTUNITY**

The State of California is an Equal Opportunity Employer to all, regardless of age, ancestry, color, disability (mental and physical) exercising the right to 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 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.

### **POSITION(S) EXIST IN**

OTD-North (Sacramento, CA); Adult correctional facilities throughout the State

### **EXAMINATION INFORMATION**

#### **QUALIFICATIONS APPRAISAL – WEIGHTED 100%**

This examination will consist of a qualifications appraisal interview. During their interview, competitors should be prepared to answer questions relating to areas shown under SCOPE OF THE EXAM. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

### **HOW TO APPLY**

State Applications (Form STD 678) must be filed by mail or in person, with the California Prison Industry Authority (CALPIA), Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200.

**YOUR STATE APPLICATION MUST INCLUDE THE ABOVE “EXAM TITLE” AND “EXAM CODE” IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THE EXAMINATION.**

**IF YOU PREVIOUSLY SUBMITTED AN APPLICATION FOR THIS EXAM, PLEASE DO NOT REAPPLY.**

**DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).**

### **QUALIFICATIONS APPRAISAL INTERVIEW**

It is anticipated that interviews will be held during **AUGUST/SEPTEMBER 2016.**

### **SALARY RANGE**

\$3602-\$4140

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please contact the CALPIA Examination Unit at (916) 358-2696 to make specific arrangements.

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:  
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922

## ELIGIBLE LIST INFORMATION

A departmental OPEN eligibility list will be established for the California Prison Industry Authority (CALPIA). The eligibility list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Names of successful candidates will be placed onto CALPIA's eligible list in order of final scores regardless of test date. The resulting eligibility list will be used to fill vacancies at CALPIA. Competitors on previous eligibility lists are encouraged to retest to reestablish eligibility as existing lists will be abolished resulting in a loss of eligibility.

## POSITION DESCRIPTION

A Heavy Truck Driver (Correctional Facility) drives a truck-tractor with semi-trailer or 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. This position is subject to the Department of Transportation (DOT) random drug/alcohol testing in accordance with Federal Law, and will be included in the Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program. **NOTE:** Possession of a doubles/triples endorsement and a HazMat endorsement is desired.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement at the time your application is submitted.**

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification at the time of the exam interview. Applicants must meet the education and/or experience requirements for this examination at the time the application is filed. **All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, civil service class title(s) and range, if applicable.**

**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 the operation of heavy compound transmission motor truck-tractors with semi-trailer or heavy motor truck and trailer equipment

**NOTE: OPERATION OF ANY COMBINATION OF VEHICLES IS CLASSIFIED AS A CLASS "A" LICENSE. Please 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.

## **ADDITIONAL DESIRABLE QUALIFICATIONS**

Education equivalent to graduation from college. Experience in Manufacturing Management Information Systems (MMIS). Certified in Production and Inventory Management (CPIM or CFPIM) by the American Production and Inventory Control Society (APICS) or progress toward becoming certified as demonstrated by having successfully passed two or more APICS certification examinations.

## **SPECIAL NOTE: EDUCATION AND EXPERIENCE**

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, regardless of how long it has been since you attained the experience. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

## **SCOPE OF THE EXAM**

### **A. Knowledge of:**

1. Operation and servicing requirements of truck tractor with semitrailer or truck and trailer equipment using compound transmissions to safely and efficiently transport CALPIA products.
2. Weight limitations/distribution to safely and legally operate within California Highway Patrol, Department of Transportation (DOT) limits.
3. Laws pertaining to length restrictions to legally operate in accordance with California Highway Patrol, Department of Transportation (DOT), and local ordinances.
4. Provisions of the California vehicle code and all applicable laws applied to the operation of vehicles on the highway.

### **B. Ability to:**

1. Recognize and take necessary precautions against hazardous driving conditions to effectively deliver CALPIA products on time.
2. Drive in a smooth, careful, and safe manner to ensure public safety and maintain the integrity of CALPIA freight.
3. Make adjustments and emergency repairs to equipment operated to efficiently and effectively complete assignments and meet delivery schedules.
4. Properly load and unload equipment/cargo and when necessary direct helpers to safely and efficiently complete work assignments.
5. Follow oral and written directions to effectively complete work assignments.
6. Keep necessary records and make reports to ensure the integrity, quality, and validity of collected data.

## **VETERANS' PREFERENCE**

Effective January 1, 2014, in accordance with Government Code 18793.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

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.

## CAREER CREDITS

Career Credits will not be added to the final score for this examination, because it is an OPEN examination and therefore does not meet the requirements.

## QUESTIONS?

If you have any questions concerning this announcement, please contact CALPIA, Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.

## GENERAL INFORMATION

**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 accordingly. **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 California Department of Human Resources (CalHR), local offices of the Employment Development Department, the CALPIA Human Resources, and online at [www.calpia.ca.gov](http://www.calpia.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.

**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) open eligible list. 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 should 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 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:** Effective January 1, 2014, in accordance with Government Code 18793.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an OPEN examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply to Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

**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 candidate is considered to have education equivalent to graduation from high school; or 4) for clerical accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**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 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.