



SUPERVISING INSPECTOR, DEPARTMENT OF MOTOR VEHICLES

Exam Code: 3MV04

Department: Department of Motor Vehicles

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Supervising Inspector, Department of Motor Vehicles – \$4,933.00 to \$6,175.00 per month.

[View the Supervising Inspector, Department of Motor Vehicles classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

If you have tested for the Supervising Inspector, Department of Motor Vehicles (DMV) classification in the previous 12 months, it may be too early for you to take this examination.

Please check your CalCareer account for the retake date on your exam results notification for this classification 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:

Applicants who meet the minimum qualifications as stated on this examination bulletin may apply for and take this examination. Applications will not be accepted on a promotional basis.

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

How To Apply:

Pursuant to the California Code of Regulations (CCR), Section 174, applications for this online examination must be submitted online only.

The link to connect to the Experience Questionnaire is located further down this examination bulletin under the "TAKING THE EXAMINATION" section.

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.

MINIMUM QUALIFICATIONS

All applicants must meet the experience requirements as stated on this examination 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 civil service will count toward experience.

Per California Code of Regulations (CCR), Title 2, 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 (1) month. Twelve (12) months equal one (1) year.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement.

Possession of a valid California Class C driver license. **AND**

Either 1

One year of experience in DMV performing the duties of an Inspector, DMV, Range B.

Or 2

Three years of experience in a governmental agency inspecting business establishments for compliance with laws, rules, regulations, and standards, evaluating the data compiled, and writing reports.

(Experience in the California state service applied toward this requirement must include at least one year in a class with a level of responsibility equivalent to Inspector, DMV, Range B.)

DEFINITIONS

"Performing the duties of..." To meet this requirement, the applicant must have the amount of experience in State service in the class (or be on a Training and Development Assignment or Temporary Appointment to the class) specified.

"In a class with a level of responsibility equivalent to..." To meet this requirement, the applicant must have State service experience of appropriate type and length in a class at the same (or higher) level of responsibility as the class specified.

POSITION DESCRIPTION

Supervising Inspectors, DMV plan, organize, and direct a unit consisting of at least five (5) Inspectors, DMV staff who conduct onsite inspection of establishments to ascertain if the facility meets departmental and legal requirements for insurance of an occupational license; conduct post-licensing inspections to ensure licensees are complying with the requirements under which they were licensed; serve subpoenas and Orders of Revocation or Suspension to occupational licensees; and collect administrative and investigative service fees and dishonored checks from licensees.

Supervising Inspectors, DMV may perform the more complex and sensitive inspections as well as interpret the provisions of the California Vehicle, Administrative, and Business and Professions codes governing either occupational or commercial driver licensing.

Supervising Inspectors, DMV may also supervise staff who conduct and report on pre-approval or annual inspections of drive test procedures and routes of firms applying to conduct third-party commercial drive tests.

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 days of your submission of the completed 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 exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. State laws, rules, and regulations related to occupational licenses or commercial driver licenses granted, regulated, and controlled by DMV
2. Rules of evidence
3. Inspection techniques and procedures
4. Industry practices and inspection problems such as those encountered in the automobile, driving school, and traffic violation school industries
5. Principles of supervision and training
6. Finding development and report writing techniques
7. The Department's Equal Employment Opportunity Program objectives
8. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives

Ability to:

1. Apply the sections of the California Vehicle Code, Administrative Code, and Business and Professions Code and other laws, regulations, policies, and procedures pertaining to occupational licensing or commercial driver licenses
2. Interpret and apply regulations to specific cases
3. Independently apply code provisions
4. Give and follow verbal and written directions
5. Effectively plan, organize, and direct the work of others
6. Use tact and good judgment in dealing with the public and other employees
7. Analyze situations accurately and adopt an effective course of action
8. Train new employees and supervise subordinates
9. Communicate effectively
10. Effectively contribute to the Department's Equal Employment Opportunity Program objectives

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Supervising Inspector, DMV** classification will be established for:

Department of Motor Vehicles

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

Veterans' Preference will be granted for this examination. In accordance with Government Code sections 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, they shall be ranked in the top rank of the resulting eligible list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and the [Veterans' Preference Application](#) (CalHR 1093) form is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

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

EXAMINATION INFORMATION

[Click here](#) to preview the Supervising Inspector, DMV Experience Questionnaire

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

https://www.surveymonkey.com/r/Preview_for_Supervising_Inspector_DMV_Experience_Questionnaire

PREPARING FOR THE EXAMINATION

Here 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

We recommend using a laptop or desktop with Google Chrome, Mozilla Firefox, or Microsoft Edge for optimal performance when accessing the examination.

[Click here](#) to take the Supervising Inspector, DMV Experience Questionnaire

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

https://www.surveymonkey.com/r/Supervising_Inspector_DMV_Experience_Questionnaire

TESTING DEPARTMENT

Department of Motor Vehicles

CONTACT INFORMATION

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

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

Phone: (916) 657-7553, press option 2

Email: DMV_Exams@dmv.ca.gov

California Relay Service: 711 (TTY and voice)

TTY is a Telecommunications Device for the deaf or hard of hearing 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/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 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.

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's 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 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.

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, Title 2, 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 Assessment Unit at the address provided under the "CONTACT INFORMATION" section of this examination bulletin, or send it by email with the subject Supervising Inspector, DMV Examination at DMV_Exams@dmv.ca.gov.

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.

Veterans' Preference: Veterans' Preference will be awarded as follows: (1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. (2) An entrance examination is defined under the law as any open competitive examination. (3) Veterans' Preference is not granted once a person achieves permanent civil service status. The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at <https://calcareers.ca.gov/> and on the Veterans' Preference for Examinations (CalHR 1093) form at <https://www.calhr.ca.gov/Documents/CalHR-1093.pdf>. Additional information regarding eligibility requirements for Veterans' Preference, and how to apply for Veterans' Preference is also available at <http://exams.spb.ca.gov/exams/examdocs/vets.cfm> and at the U.S. Department of Veterans Affairs website at <https://benefits.va.gov/benefits/>.

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