STATE OF CALIFORNIA - CALIFORNIA DEPARTMENT OF TRANSPORTATION

CALTRANS
LANDSCAPE MAINTENANCE WORKER
OPEN - SPOT
ONE DAY FILE-IN-PERSON AUGUST 20, 2009

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

OPEN SPOT FOR

DISTRICT 1 – EUREKA
DISTRICT 2 – REDDING
DISTRICT 3 – MARYSVILLE
DISTRICT 4 – OAKLAND
DISTRICT 5 – SAN LUIS OBISPO
DISTRICT 6 – FRESNO
DISTRICT 7 – LOS ANGELES
DISTRICT 8 – SAN BERNARDINO
DISTRICT 9 – BISHOP
DISTRICT 10 – STOCKTON
DISTRICT 11 – SAN DIEGO
DISTRICT 12 – IRVINE

Candidates may only establish eligibility in one location.

HOW TO APPLY

****ATTENTION****
FILE-IN-PERSON

APPLICANTS MUST DROP OFF A COMPLETED STANDARD STATE APPLICATION (STD 678) IN PERSON ON THURSDAY AUGUST 20, 2009, BETWEEN THE HOURS OF 8:00 A.M. TO 4:00 P.M. at one of the locations indicated.

Standard State applications (Std. 678) **can be downloaded from the State Personnel Board's website at www.spb.ca.gov.** Applications filed by another person, by mail, by fax, by e-mail, or submitted prior to or after the one day file-in-person date and time will **not** be accepted for any reason. **APPLICANTS MUST PROVIDE PROOF OF IDENTIFICATION IN ORDER TO FILE THEIR APPLICATION.** Accepted forms of identification are (1) a signed photo identification card (i.e., driver license); or (2) two forms of signed identification. **THE EXAMINATION TITLE AND SPOT LOCATION MUST BE INDICATED ON THE APPLICATION.**

FILE-IN-PERSON LOCATION(S)

DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES.

SEE LAST PAGE OF THIS BULLETIN FOR FILE-IN-PERSON LOCATIONS. FILE APPLICATIONS ONLY AT THE ADDRESSES INDICATED ON THIS BULLETIN.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

DRUG TESTING REQUIREMENT

Prior to appointment, applicants who are successful in this examination will be required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

SALARY RATE

$2873 - $3120

WRITTEN TEST DATE

The written test is scheduled for December 19, 2009.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the written test date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications received without this information will be rejected.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

LICENSE REQUIREMENT: Possession of a valid and unrestricted Class C driver license. (License is not required for competition in the examination but must be obtained before appointment.) **and**

Either I

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

Or II

One year of experience in maintaining orchards, vineyards, truck crops, nursery stock, or landscape planing. (Education equivalent to completion of the eighth grade may be substituted for the required experience.)

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

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.

ADDITIONAL DESIRABLE QUALIFICATIONS

Equivalent to completion of the 12th grade.

POSITION DESCRIPTION

Caltrans Landscape Maintenance Workers maintain functional and landscape plantings; perform weed control and soil sterilization work; operate specified vehicles requiring a Class C driver license, such as light trucks, automobiles, highway maintenance, construction, or landscape equipment; and do other related work.

Caltrans Landscape Maintenance Workers may be required to work rotating or irregular shifts including weekends; may require work at considerable elevations over land or water from a swinging stage or platform (scaffolding); may require the safe installation and movement of scaffolding; and may oversee the work of a group of non-State workers or community service workers.

Caltrans Landscape Maintenance Workers may also be assigned to perform non-equipment operation duties normally assigned to the class of Caltrans Landscape Maintenance Worker as part of their normal assignment.

EXAMINATION INFORMATION

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70 must be attained.

WRITTEN TEST – WEIGHTED 100%

Scope:

A. Knowledge of:

1. Operation and care of automotive equipment including light trucks.
2. Minor construction, repair, and maintenance work.
3. Basic safe work practices to protect their own safety and health and that of others.
4. Basic Math.

B. Ability to:

1. Communicate and follow directions at a level required for successful job performance.
2. Do heavy manual labor.
3. Keep records.

ELIGIBLE LIST INFORMATION

An open, spot eligible list will be established for the Department of Transportation in District(s) 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, & 12. The lists will be abolished 12 months after they are established unless the needs of the service and conditions of the list warrant a change in this period.

CAREER CREDITS

Career credits are not granted in open examinations.

VETERANS PREFERENCE POINTS

Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. 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 PREFERENCE POINTS.**

GENERAL INFORMATION

It is the candidate's responsibility to contact the Caltrans Office of Examination Services in Sacramento, three business days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility **to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-7426**, 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 the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation 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 candidates 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. 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) multidepartmental 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 this bulletin.

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, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veterans Preference: California law allows granting of Veterans Preference points in open entrance 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: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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 and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.

CALTRANS LANDSCAPE MAINTENANCE WORKER
EXAM CODE: 9TR67-02

BULLETIN RELEASE DATE: 08/04/09 SM/SG
FILE-IN-PERSON DATE: AUGUST 20, 2009

PLEASE FILE IN PERSON AT ONLY ONE OF THE LOCATIONS LISTED

DISTRICT 1

REDWOOD ACRES FAIRGROUNDS
ARTS AND CRAFTS BUILDING
3750 HARRIS STREET
EUREKA

DEPARTMENT OF TRANSPORTATION
MAINTENANCE STATION
90 WEST LAKE MENDOCINO DR
UKIAH

HOOPA TRIBAL EMPLOYMENT RIGHTS
CONFERENCE ROOM
103 WILLOW STREET
HOOPA

DISTRICT 2

DEPARTMENT OF TRANSPORTATION
4300 CATERPILLAR DRIVE
REDDING

DEPARTMENT OF TRANSPORTATION
471-800 DIANE DRIVE
SUSANVILLE

DEPARTMENT OF TRANSPORTATION
1625 MOTT ROAD
MT. SHASTA

DISTRICT 3

DEPARTMENT OF TRANSPORTATION
703 B STREET
MARYSVILLE

DEPARTMENT OF TRANSPORTATION
SUNRISE MAINTENANCE
11325 SANDERS DRIVE
RANCHO CORDOVA

DISTRICT 4

DEPARTMENT OF TRANSPORTATION
AUDITORIUM
111 GRAND AVENUE
OAKLAND

DEPARTMENT OF TRANSPORTATION
SOUTH BAY
500 QUEENS LANE
SAN JOSE

DEPARTMENT OF TRANSPORTATION
NORTH BAY
2019 W TEXAS ST
FAIRFIELD

DEPARTMENT OF TRANSPORTATION
WEST BAY
380 FOSTER CITY BLVD.
FOSTER CITY

DEPARTMENT OF TRANSPORTATION
EAST BAY
600 LEWELLING BLVD
SAN LEANDRO

DEPARTMENT OF TRANSPORTATION
DELTA REGION
2616 NORTH MAIN STREET
WALNUT CREEK

DEPARTMENT OF TRANSPORTATION
NORTH BAY
611 PAYRAN ST
PETALUMA

DISTRICT 5

DEPARTMENT OF TRANSPORTATION
SANTA BARBARA MAINTENANCE
3999 STATE STREET
SANTA BARBARA

DEPARTMENT OF TRANSPORTATION
SANTA CRUZ MAINTENANCE
195 CAPITOLA ROAD EXTENSION
SANTA CRUZ

DEPARTMENT OF TRANSPORTATION
SANTA MARIA MAINTENANCE
2201 SOUTH THORNBURG STREET
SANTA MARIA

DEPARTMENT OF TRANSPORTATION
SALINAS MAINTENANCE
850 ELVEE DRIVE
SALINAS

DEPARTMENT OF TRANSPORTATION
TEMPLETON MAINTENANCE
640 NORTH MAIN STREET
TEMPLETON

DISTRICT 6

DEPARTMENT OF TRANSPORTATION
FRESNO MAINTENANCE OFFICE
1635 W. PINE AVENUE
FRESNO

BAKERSFIELD FAIRGROUNDS
BUILDING #4
1142 SOUTH P STREET
BAKERSFIELD

DISTRICT 7

DEPARTMENT OF TRANSPORTATION
2650 S GAREY
POMONA

DEPARTMENT OF TRANSPORTATION
WEST REGION MAINTENANCE
4821 ADOHR LANE
CAMARILLO

DEPARTMENT OF TRANSPORTATION
SAN FERNANDO MAINTENANCE
11930 BLUCHER STREET
GRANADA HILLS

DEPARTMENT OF TRANSPORTATION
11514 FELTON AVE
HAWTHORNE

DISTRICT 8

MASONIC LODGE
221 AVENUE J
BARSTOW

SCOTTISH RITE
4400 VARSITY
SAN BERNARDINO

ELKS LODGE
46301 MADISON AVENUE
INDIO

DISTRICT9

DEPARTMENT OF TRANSPORTATION
DISTRICT 9 OFFICE
500 SOUTH MAIN STREET
BISHOP

DISTRICT10

SAN JOAQUIN COUNTY FAIRGROUNDS
BUILDING #1
1658 S. AIRPORT WAY
STOCKTON

DISTRICT 11

DEPARTMENT OF TRANSPORTATION
DISTRICT OFFICE
4050 TAYLOR STREET
SAN DIEGO

DEPARTMENT OF TRANSPORTATION
SANTEE MAINTENANCE
8502 RAILROAD AVE
SANTEE

DEPARTMENT OF TRANSPORTATION
REGION I (EAST)
1605 ADAMS AVENUE
EL CENTRO

DISTRICT 12

DEPARTMENT OF TRANSPORTATION
BATAVIA MAINTENANCE
1808 N. BATAVIA STREET
ORANGE