



PRECISION ELECTRONICS SPECIALIST



EXAM CODE:	<i>OJU15</i>
DEPARTMENT(S):	<i>STATE OF CALIFORNIA</i>
EXAM TYPE:	<i>OPEN</i>
LOCATION(S):	<i>STATEWIDE</i>
BULLETIN RELEASE DATE:	<i>FRIDAY, SEPTEMBER 04, 2020</i>
FINAL FILING DATE:	<i>MONDAY, SEPTEMBER 21, 2020</i>
SALARY INFORMATION:	<i>\$6,490 - \$7,734*</i> <i>*The salaries used in this bulletin are the latest available from the state controller's office, but may not reflect the most recent salary adjustment.</i>
CLASS & SCHEM CODE:	<i>6926 / QQ40</i>

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

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.

It is the 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.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "examination application." You will be notified in writing to determine what assistance can be provided.

WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the final filing date. All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and applicable classification titles.



ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Precision Electronics Specialist classification will be established for the State of California. Eligibility expires twelve (12) months after the list is established unless the needs of the service and conditions of the list warrant a change in this period.

FINAL FILING DATE

MONDAY, SEPTEMBER 21, 2020

Examination applications (form STD 678) must be postmarked (U.S. mail), personally delivered, or electronically submitted no later than the final filing date. Applications received without an original signature will be admitted to the exam; however, an original signature must be obtained prior to appointment. Please note that dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

APPLICATIONS POSTMARKED, PERSONALLY DELIVERED, OR ELECTRONICALLY SUBMITTED AFTER THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON.

MINIMUM QUALIFICATIONS

Five years of experience of increasingly technical difficulty in repair, maintenance, modification, and design of electronic equipment, including two years of either:

1. Responsible experience with a wide variety of complex precision electronic devices including wave generation and shaping circuits and low-signal amplification circuitry;

Or

2. Responsible experience with a wide variety of complex electronic devices for the measurement of nuclear radiation.

(Full-time training in engineering or the physical sciences at a college or university of recognized standing or full-time training in a curriculum in electronics at an accredited junior or city college may be substituted for general experience on a year-for-year basis.) (Education may not be substituted for the two years of experience in complex precision laboratory or nuclear electronics.)

POSITION DESCRIPTION

Under direction, to adapt, install, maintain, construct, and aid in the design of a wide variety of scientific instruments, radiation detection devices, experimental instrument assemblies, and other electronic equipment and instrumentation, and perform related measurements; and to do other work as required.

Positions currently exist in Sacramento, California.



EXAMINATION INFORMATION

In order to obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. This exam will consist of the following:

TRAINING AND EXPERIENCE QUESTIONNAIRE - 100%

The Training and Experience (T&E) Questionnaire consists of job-related questions designed to assess an applicant's education, training, and experience with performing relevant job duties, as well as the possession of job-related knowledge, skills, and abilities. The exam will be scored using objective, point-based scoring criteria. The T&E will be conducted online through a third-party testing platform utilized by the Department of Justice.

TEST DATE

It is anticipated that the test will be conducted the week of **October 26, 2020**. Prior to the testing date, candidates will receive a notice with the testing date(s) and times. The formal invitation for the test will be sent through email, therefore, candidates should ensure their personal email address is listed on their application.

KNOWLEDGE, SKILLS, & ABILITIES

The **Training and Experience Questionnaire** will measure the following:

KNOWLEDGE OF:

1. Basic electronics and electrical work (e.g., Direct Current and Alternating Current theory and circuit fundamentals).
2. Characteristics of various electronic components.
3. Electronic circuit principles (e.g., feedback stabilizations, power supply, linear amplification, and semiconductor theory).
4. Complex electronic equipment (e.g., lab and testing equipment).
5. Electronics fabrication and soldering techniques.
6. Basic principles of effective supervision.
7. Fundamental concepts of basic microprocessors.
8. Fundamentals of Vacuum Technology.
9. Basic policies and procedures to maintain safety while installing, maintaining, and repairing scientific equipment.



ABILITY TO:

1. Travel throughout the state using various modes of transportation (e.g., via truck, van, commercial flights).
2. Use computer applications (e.g., Microsoft Word and Microsoft Outlook) to assist in the completion of various work assignments.
3. Use basic electronic testing equipment (e.g., volt meters, scopes).
4. Use basic hand tools (e.g., drills, power tools).
5. Use schematics and preparing working drawings and specifications.
6. Work independently for extended periods of time in various locations.
7. Work and collaborate in a team environment.
8. Practice personal safety and vigilance in the identification of safety hazards to ensure effective and safe operation.
9. Operate precision calibrating instruments.
10. Use safety equipment (e.g., harness, hardhats, vests).
11. Lift, move, or transport up to 40 pounds in the installation, maintenance, and repair of precision electronic and scientific equipment.
12. Be resourceful when unexpected difficulties arise.
13. Maintain records and reports (e.g., scientific equipment data and service log data) to provide accurate information.
14. Think of innovative solutions to problem solve.
15. Effectively organize the preparation and planning of the installation, maintenance, and repair of precision electronic and scientific equipment,
16. Communicate with a variety of individuals (e.g., staff, manufacturers, and scientists) regarding precision electronic or scientific equipment).
17. Operate recording instruments.
18. Operate, diagnose, maintain, design, and repair mechanical, electromechanical, and precision electronic equipment.
19. Identify information, materials, and resources needed to complete a project or assignment.
20. Flexible and adapt to changes in priorities and work assignments.
21. Analyze and evaluate situations accurately and thoroughly to determine effective courses of action.
22. Use logic and reasoning to identify the strengths and weaknesses of alternative approaches or solutions.
23. Provide technical assistance (e.g., troubleshooting advice) to individuals with a non-electrical background.

SKILL IN:

1. Performing Printed Circuit Board soldering.
2. Printed Circuit Board troubleshooting techniques.

VETERANS' PREFERENCE

Veterans' preference credits will be awarded in this examination, pursuant to government code section 18973.1, effective January 1, 2014, 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 veteran's 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.

CAREER CREDITS

Career credits **do not** apply for this examination.



FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [Standard State Employment Application \(Form STD 678\)](#)
- [Conditions of Employment \(Form 631\)](#)
- Official school transcripts (if applicable to meeting minimum qualifications): *Candidates unable to obtain official transcripts before the final filing date may submit unofficial transcripts for the examination process. However, candidates will be required to submit official transcripts upon appointment to a position.*

MAILING ADDRESS:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: PRECISION ELECTRONICS SPECIALIST EXAMINATION
P.O. BOX 944255
SACRAMENTO, CA 94244-2550

FILE-IN-PERSON/CERTIFIED MAIL:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: PRECISION ELECTRONICS SPECIALIST EXAMINATION
1300 "I" STREET, FIRST FLOOR LOBBY
SACRAMENTO, CA 95814

EMAIL SUBMISSION:

SUBJECT LINE: PRECISION ELECTRONICS SPECIALIST
EMAIL ADDRESS: TSU@DOJ.CA.GOV

DO NOT SUBMIT APPLICATIONS

- TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
- THROUGH FAX
- THROUGH INTER-AGENCY MAIL

CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

PHONE NUMBER:	916-210-6021
FAX NUMBER:	916-445-1218
EMAIL ADDRESS:	TSU@DOJ.CA.GOV



GENERAL INFORMATION

The Department of Justice 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.

It is the Candidate's Responsibility to contact the Department of Justice, seven days prior to the 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 Department of Justice, 916-210-6021, TDD (916) 952-8396 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 Offices (www.jobs.ca.gov), and local Offices of the Employment Development Department (www.edd.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: Tests will be given in such places in California as the number of candidates and conditions warrant. Tests are not always given where positions currently exist.

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) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from 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 the ability to work cooperatively with others; and a state of health consistent with the performance of 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.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Pursuant to Government Code Section 18973.1, effective January 1, 2014, 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 veteran's 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.

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 and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento)

Department of Justice, Office of the Attorney General
Office of Human Resources, Testing & Selection Unit
1300 I Street, Sacramento, CA 95814
916-210-6021

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.



DEPARTMENT OF JUSTICE
DEPARTMENT OF CONSERVATION
PRECISION ELECTRONICS SPECIALIST
OPEN - STATEWIDE

CONDITIONS OF EMPLOYMENT
FORM 631
IDENTIFICATION #: _____
(Personnel Office Use ONLY)

NAME _____ (PLEASE PRINT)
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form.

Note: The location of offices may vary depending on the hiring Department.

PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

<input type="checkbox"/> Alameda (0100)	<input type="checkbox"/> Napa (2800)	<input type="checkbox"/> Santa Cruz (4400)
<input type="checkbox"/> Amador (0300)	<input type="checkbox"/> Placer (3100)	<input type="checkbox"/> Shasta (4500)
<input type="checkbox"/> Contra Costa (0700)	<input type="checkbox"/> Riverside (3300)	<input type="checkbox"/> Solano (4800)
<input type="checkbox"/> Del Norte (0800)	<input type="checkbox"/> Sacramento (3400)	<input type="checkbox"/> Sutter (5100)
<input type="checkbox"/> El Dorado (0900)	<input type="checkbox"/> San Bernardino (3600)	<input type="checkbox"/> Ventura (5600)
<input type="checkbox"/> Fresno (1000)	<input type="checkbox"/> San Diego (3700)	<input type="checkbox"/> Yolo (5700)
<input type="checkbox"/> Humboldt (1200)	<input type="checkbox"/> San Francisco (3800)	
<input type="checkbox"/> Imperial (1300)	<input type="checkbox"/> San Joaquin (3900)	
<input type="checkbox"/> Los Angeles (1900)	<input type="checkbox"/> San Luis Obispo (400)	
<input type="checkbox"/> Marin (2100)	<input type="checkbox"/> Santa Barbara (4200)	
<input type="checkbox"/> Monterey (2700)	<input type="checkbox"/> Santa Clara (4300)	

PLEASE INDICATE THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice(s):

☐ (D) Permanent - full time only.
☐ (R) Permanent - part time or intermittent.
Temporary - full time, part time, or intermittent.
☐ (A) All of the above

NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE / TESTING AND SELECTION UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE
TESTING & SELECTION OFFICE
1300 I STREET
SACRAMENTO, CA 95814