

Manager 2 and 3, Department of Motor Vehicles (DMV), Examination

Are you interested in moving up the career ladder with the DMV? Do you feel ready and qualified for a more challenging position?

The Manager 2 and 3, DMV, examination will be online, effective June 30, 2011. This online Training and Experience Evaluation examination allows you to instantly earn eligibility in one or both of these classifications. This online examination will be available 24 hours a day, 7 days a week, allowing you to take the examination at your convenience and get instant results.

If you meet the minimum qualifications as shown on the Manager 2 and 3, DMV, job recruitment bulletin, you may take the examination when it becomes available. If you do not meet the minimum qualifications when the examination first becomes available, you may take it as soon as you meet them. Your results will be merged onto the existing list(s).

After you have successfully completed the Training and Experience Evaluation examination, your name will be placed on the list for 24 months. You will have the opportunity to retake the examination to improve your score after 12 months.

The Selection and Certification Unit (SCU) will send an email notification once the Manager 2 and 3, DMV, examination is online. Once the examination is available, go online to the State Personnel Board's Online Employment Center at <http://jobs.ca.gov> and take the following steps:

1. Create a profile. If you have already created your profile, move on to step 2.

- a. Click on the "New User?" link on the right-hand side.
- b. Create a login and password.
- c. Complete an electronic version of the familiar Standard State Application (STD. 678), which is required when applying for any examination or job vacancy within the State.

2. Submit your application online.

- a. Search for the Manager 2 and 3, DMV, job recruitment bulletin.
- b. Read the information on the bulletin and pay close attention to the requirements you must meet before taking the examination. The bulletin also gives you an idea of the types of questions asked in the Training and Experience Evaluation.
- c. When you are ready to begin the examination process, scroll down to the bottom of the page and look for the "Apply Online" button, which looks like a keyboard and a mouse.
- d. If you have already created an account, click on the button that states, "I Have Registered Previously," and you will be asked to enter your User ID and Password in order to retrieve and copy your Standard State Application (STD. 678).

3. Take the online examination.

- a. Answer the questions on the Minimum Qualifications page. If you meet the minimum qualifications, you will then begin completing the Training and Experience Evaluation.
- b. Upon successfully completing the Training and Experience Evaluation, you will receive your score instantly and will be placed onto the eligibility list(s).
- c. If you passed, you may begin applying for vacancies as advertised in DMV's opportunity bulletins.

As part of the hiring process, SCU must verify that you meet the minimum qualifications before a hiring manager makes a job offer. If after the first verification SCU finds that you do not meet the requirements, you will have the opportunity to submit additional information to show why you think you do meet the minimum qualifications.

If you have any questions regarding the new process for the Manager 2 and 3, DMV, examination, or if you have any questions concerning other examinations, please contact SCU at (916) 657-7553 during regular business hours.