



LICENSING-REGISTRATION EXAMINER, DEPARTMENT OF MOTOR VEHICLES

Exam Code: 0PBDV

Department: Department of Motor Vehicles

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Licensing-Registration Examiner, Department of Motor Vehicles (DMV) – \$4,276.00
- \$5,243.00 per month.

View the [Licensing-Registration Examiner, DMV classification specification](#)

If you have tested for the Licensing-Registration Examiner, 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 examination results notification for this classification BEFORE continuing this examination process. Retaking this examination under a different or new User I.D. and password, Social Security number (voluntary, not required information), or name is not allowed.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

This is a Departmental Open examination administered by the DMV. Positions may exist in various counties throughout California.

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. All applicants must meet the experience requirements as of the date the online examination is taken.

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), Title 2, Section 174, applications for this online examination must be submitted online only.

Follow the instructions in the “TAKING THE EXAMINATION” section on **page 5** of this examination bulletin to apply for this online examination.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the “CONTACT INFORMATION” section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the online examination is taken 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 service will count toward experience.

Possession of a valid Class C or above driver license (license must be secured prior to appointment) and visual acuity of 20/20 or better in each eye (correction may be used to meet this requirement) and a monocular peripheral vision of at least 100 degrees of horizontal extent and 100 degrees of vertical extent, with no evidence of scotomas (nonseeing areas) within the full visual field of each eye. **AND**

Either I

Two years of experience in work emphasizing contact and discussion with the public. This experience must have involved face-to-face public contact and activities such as the personal explanation or interpretation of the products, policies, or procedures of an organization.

Or II

Education: Equivalent to completion of two years (60 semester units or 90 quarter units) of college education. (Students in their second year of college will be admitted to the examination, but they must produce evidence of completion of the required 60 semester units or 90 quarter units before they can be considered eligible for appointment.)

Or III

One year of experience in the Department of Motor Vehicles performing duties comparable to those performed in the classes of Motor Vehicle Assistant, Range B; [Motor Vehicle Field Representative, Range B](#); or Management Services Technician.

Or IV

Two years in the Department of Motor Vehicles with at least 18 months of experience at the level of [Office Assistant II](#) or higher.

POSITION DESCRIPTION

Within the Department of Motor Vehicles (DMV), the Licensing-Registration Examiner, DMV is responsible for driver license and registration duties in the assigned field office as well as duties in other field offices and travel points. At least 50% of any Licensing-Registration Examiner, DMV's duties will be giving practical performance tests to applicants.

Licensing-Registration Examiner, DMV interprets, applies, and explains to the public the California Vehicle Code, administrative regulations, policies, and procedures pertaining to the licensing of drivers and the registration and ownership of motor vehicles; gives written, verbal, visual, and practical performance tests in the course of examining applicants for ability and fitness to operate various types or combinations of motor vehicles safely, including commercial vehicles in designated field offices, and for knowledge of California Vehicle Code requirements; serves notices of and gives and receives information concerning suspensions, revocations, and cancellations of licenses; determines if vehicles are subject to registration and transfer of ownership; inspects vehicles for body type, usage, and verification of identification and license numbers; issues license plates, tabs, and operating permits; determines, collects, and accounts for fees and penalties; and completes reports concerning work performed.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

KNOWLEDGE AND ABILITIES

In addition to evaluating applicants' relative knowledge, skills, and abilities, as demonstrated by quality and breadth of education and/or experience, emphasis in each examination component will be measuring competitively, relative job demands, each applicant's:

Ability to:

1. Learn, interpret, apply, and communicate the provisions of the California Vehicle Code and related laws and regulations, especially pertaining to the licensing of drivers and registration and ownership of vehicles.
2. Acquire a knowledge of the programs and activities of organizations concerned with vehicle registration, driver licensing, Vehicle Code enforcement, and traffic safety in this State.
3. Analyze situations accurately and take effective action.
4. Follow directions.
5. Communicate effectively and prepare clear and concise reports.
6. Establish and maintain effective working relationships with the public and coworkers.
7. Train other employees.

Special Characteristics

1. Firmness, tact, and normal hearing.
2. Physical agility and mental alertness sufficient to permit work in and around various types of motor vehicles with safety.
3. Satisfactory driving record and willingness to work as required at various locations throughout the State.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Licensing-Registration Examiner, 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 examination date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility. Veterans' Preference will be granted for this examination. In accordance with Government Codes 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.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference for Examinations (CalHR 1093) form are available online 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 available at <http://exams.spb.ca.gov/exams/examdocs/vets.cfm>, and at the California Department of Veterans Affairs' website at <https://www.calvet.ca.gov/>.

EXAMINATION INFORMATION

[Preview of the Licensing-Registration Examiner, DMV Training and Experience Evaluation](#)

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

<https://jobs.ca.gov/jobsgen/0PBDVA.pdf>

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.

TAKING THE EXAMINATION

We recommend using Chrome, Firefox, or Edge for optimal performance when accessing the examination.

[Click here to take the Licensing-Registration Examiner, DMV examination.](#)

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

<https://www.jobs.ca.gov/CalHRPublic/Login.aspx?ExamId=0PBDV>

TESTING DEPARTMENTS

Department of Motor Vehicles

CONTACT INFORMATION

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

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

Phone: (916) 657-7553
Email: DMV_Exams@dmv.ca.gov
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

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

California Department of Human Resources

Bulletin Date: 12/14/2023

Attn: Examination Services
1515 S Street

Sacramento, CA 95811

Phone: 1-866-844-8671

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (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 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.

GENERAL INFORMATION

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 Acquisition and Outreach Team at the address provided under the heading "CONTACT INFORMATION" on page 5 of this bulletin, or send it by email to DMV_Exams@dmv.ca.gov.

Examination and/or 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.

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 www.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 California Department of Veterans Affairs' website at <https://www.calvet.ca.gov/>.

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.

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