



Driver Safety Hearing Officer

Exam Code: 2PBBG

Department: Department of Motor Vehicles

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Driver Safety Hearing Officer – \$3,968.00 – \$7,109.00 per month.

View [the Driver Safety Hearing Officer classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

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

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “TAKING THE EXAMINATION” section.

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 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.

Pursuant to California Government Code Section 1040, fingerprint/criminal record clearance is required for these positions, and to be eligible for appointment. **AND**

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess a license will be admitted to the examination but must secure the license prior to appointment.) **AND**

Either I

Education: Equivalent to graduation with a Bachelor's degree from a four-year accredited college or university, preferably with a degree in criminal justice, prelaw, psychology, sociology, or a related field. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Or II

Education: Successful completion of the equivalent of nine semester units of college, which must have included at least one course in English composition and two courses in psychology, sociology, or a related field. **and**

Experience: One year of experience in the Department of Motor Vehicles performing the duties of a Licensing/Registration Examiner or Senior Motor Vehicle Technician. (Additional college education may be substituted for the required general experience on the basis of one year of education being equivalent to six months of general experience.) **or**

Experience: Two years of experience in the Department of Motor Vehicles with 18 months of that experience performing the duties of a Motor Vehicle Representative, Range C. (Additional college education may be substituted for the required general experience on the basis of one year of education being equivalent to six months of general experience.)

Or III

Education: Equivalent to completion of two years (60 semester units or 90 quarter units) of college education which must include at least one course in English composition and two courses in psychology, sociology, or a related field. (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 or 90 quarter units before they can be considered eligible for appointment.) **and**

Experience: One year of experience in the Department of Motor Vehicles performing the duties of a class with a level of responsibility comparable to that of at least a Motor

Vehicle Assistant, Range B, or Motor Vehicle Representative, Range B. (Additional college education may be substituted for the required general experience on the basis of one year of education being equivalent to six months of general experience.) **or**

Experience: Two years of experience in the Department of Motor Vehicles with at least 18 months of that experience performing duties of a class with a level of responsibility comparable to that of at least an Office Assistant, Range B. (Additional college education may be substituted for the required general experience on the basis of one year of education being equivalent to six months of general experience.)

POSITION DESCRIPTION

This specification describes a classification used in the Department of Motor Vehicles' (DMV) Driver Safety Program for prelicensing and postlicensing control of the driving privilege. As triers of facts, incumbents review financial responsibility and driver records; conduct interviews, reexaminations, and hearings relative to the modification, reinstatement, granting, or withdrawal of the driving privilege in cases involving drivers with physical or mental problems, negligent vehicle operation, fraudulent activity, or noncompliance with the Administrative Per Se statute; function in a lead capacity; and do other related work.

Positions allocated to the Driver Safety Hearing Officer class are located in a regional or headquarters setting. Driver Safety Hearing Officer is a multi-range deep class. As incumbents gain experience in this classification, and in accordance with established procedures, they are assigned progressively more complex difficult work performed within the Driver Safety Program. Upon appointment to the classification, incumbents progress from the entry level of very basic hearings to the full range of hearings, reexaminations, and interviews. These duties include, but are not limited to, conducting Commercial Driver, Financial Responsibility, Physical/Mental, Negligent Operator, Administrative Per Se, or Seizure and Sale and Special Certificate hearings; and functioning in a lead capacity.

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.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each

exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Rules of Evidence, Administrative Law, applicable case law, hearing procedures, and practices
2. Spelling, grammar, punctuation, and modern English usage
3. Effective writing and interviewing techniques
4. Basic arithmetic
5. Effective usage of modern office equipment
6. Provisions of the California Vehicle Code
7. Rules, regulations, and policies of the Department of Motor Vehicles relating to driver licenses, traffic laws, and financial responsibility requirements
8. Medical terminology
9. Principles, procedures, and practices relating to driver control and driver safety
10. Departmental technical hearing procedures relating to driver licenses and methods of examination
11. Physical and mental disabilities as they relate to driving performance
12. Rules of evidence and regulations relating to the types of hearings, interviews, and reexaminations conducted
13. Appropriate provisions of Administrative Law, Government Code, the Code of Civil Procedures, and rules governing the admissibility of evidence, as they apply to the conduct of Administrative Per Se and other hearings and Departmental Reviews and Quality Control Reviews

Ability to:

1. Interpret and apply statutes and applicable case law, regulations, and policies relating to driver licenses and traffic safety
2. Interpret and apply financial responsibility requirements
3. Establish and maintain cooperative relations with persons contacted concerning driver safety work and procedures
4. Conduct departmental hearings, interviews, and driver license reexaminations relating to issuance and control of driver licenses
5. Work independently
6. Communicate effectively
7. Examine and cross-examine witnesses, rule on motions and objectives, weigh evidence, identify facts, resolve issues of credibility, identify appropriate law, apply law to facts, and make objective and impartial decisions based solely upon the merits of the case
8. Analyze situations accurately and take effective action

9. Exercise sound judgment in applying rules, regulations, policies, procedures, and laws
10. Maintain the confidentiality of information

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Driver Safety Hearing Officer** 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 exam 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 Application](#) form (CalHR 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

EXAMINATION INFORMATION

[Preview of the Driver Safety Hearing Officer Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

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.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

TAKING THE EXAMINATION

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

Take [the Driver Safety Hearing Officer examination.](#)

TESTING DEPARTMENTS

Department of Motor Vehicles

CONTACT INFORMATION

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

California Department of Human Resources
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)

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 Assessment Unit
P.O. Box 932315, MS E678
Sacramento, CA 94232-3150

TTY is a Telecommunications Device for the Deaf, 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

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: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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.

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.