



Division of Human Resources

Serving the People of Caltrans

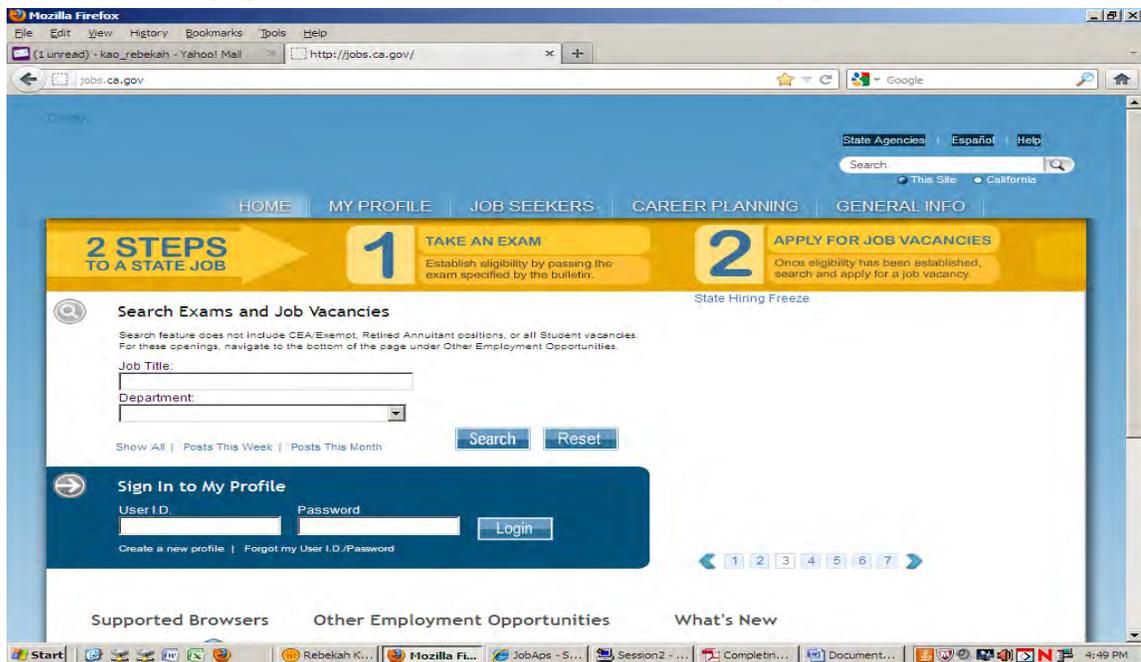
Completing On-Line Exams

Taking an exam on-line includes:

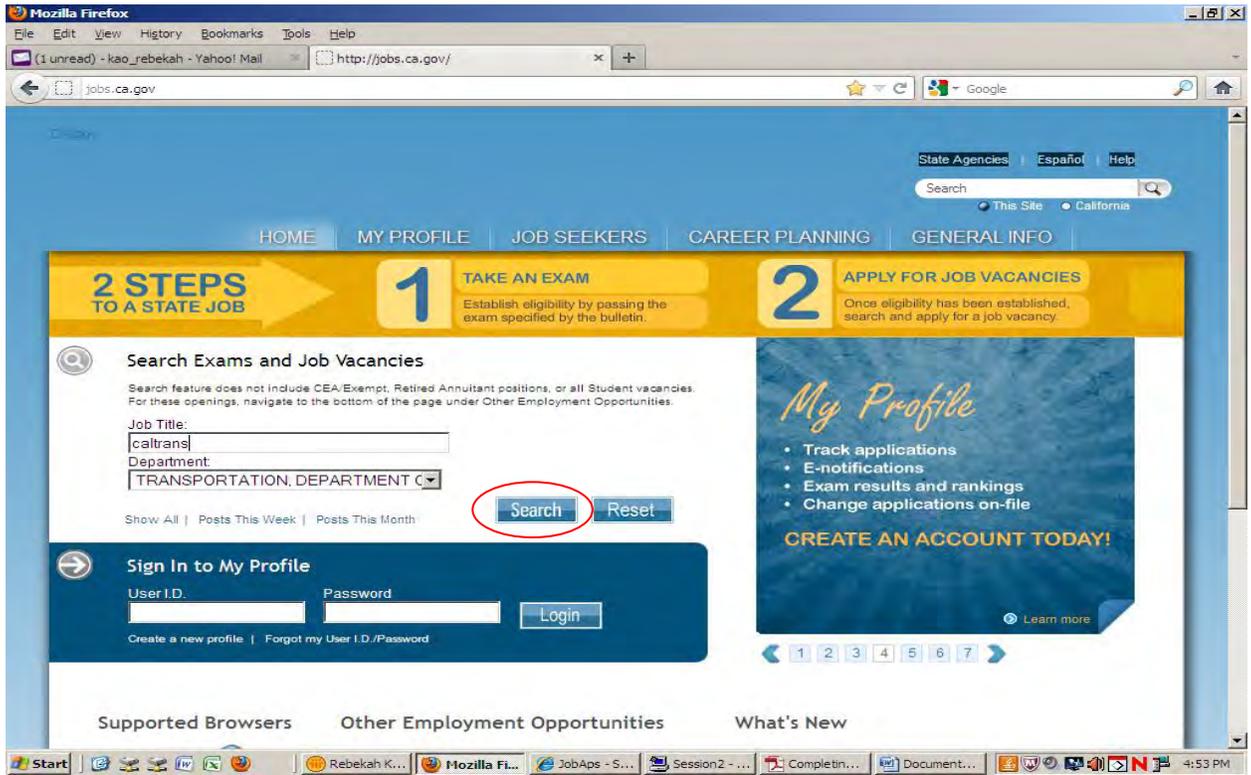
- Accessing the website
- Searching for an exam
- Logging In or Creating an Account
- Taking the exam

All steps **must** be completed before obtaining your exam results.

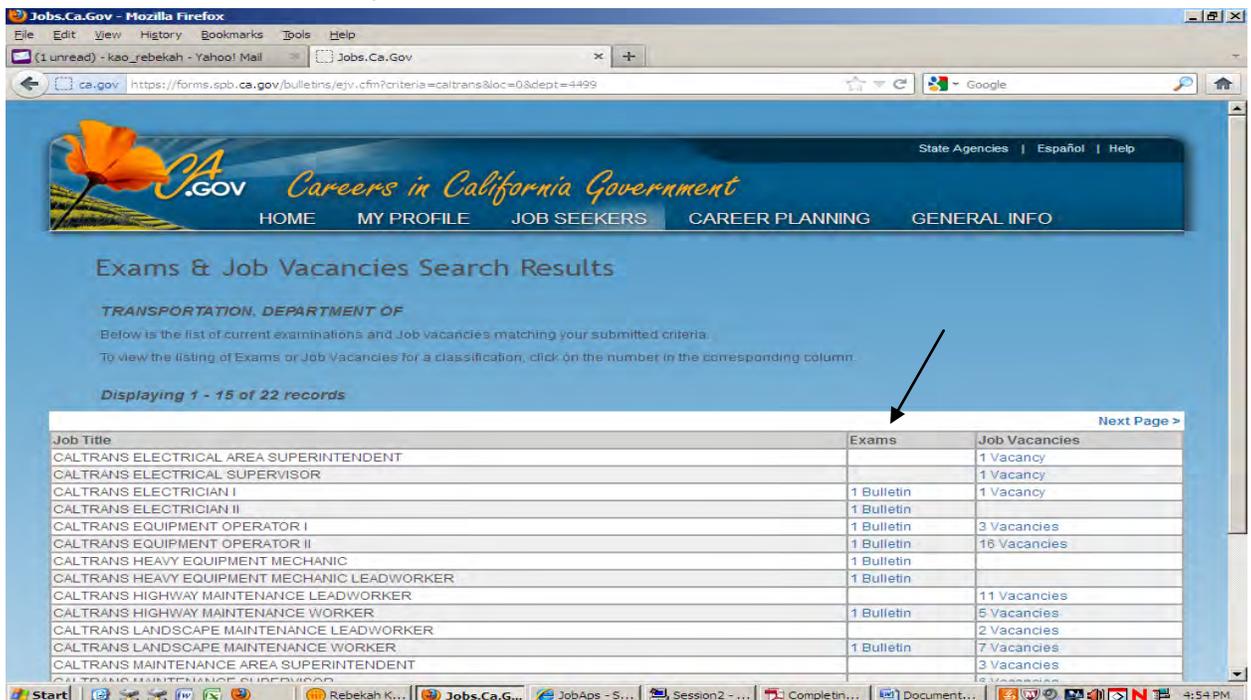
1. Using the internet, type <https://Jobs.ca.gov> and click enter. Once the website opens, you will see the page below which is the Jobs.CA.Gov home page.



- Under Job Title type in “Caltrans” and under Department select “TRANSPORTATION, DEPARTMENT OF” and click search.



- Select the classification title you are interested in and click on the bulletin under Exams.



- Click on the Exam ID to see the Job Recruitment Bulletin. Thoroughly read the information on the Job Recruitment Bulletin.

The screenshot shows the Jobs.Ca.Gov website in a Mozilla Firefox browser. The page title is 'Jobs.Ca.Gov - Mozilla Firefox'. The address bar shows the URL: <https://forms.spb.ca.gov/bulletins/showbulletins.cfm?classcode=6287&dept=4499&criteria=ealtrans>. The website header includes the logo 'CA.GOV Careers in California Government' and navigation links: HOME, MY PROFILE, JOB SEEKERS, CAREER PLANNING, GENERAL INFO. The main content area is titled 'Exams Search Results' and contains a table of exam bulletins. An arrow points to the 'Exam ID' '0PB29' in the table.

Exam ID	Exam Title	Exam Base	Department	Final Filing Date
0PB29	CALTRANS HIGHWAY MAINTENANCE WORKER	Open	TRANSPORTATION, DEPARTMENT OF	12/31/12

Below the table, there is a footer with links: Back to Top | Conditions of Use | Accessibility | Contact Us. Copyright © 2011 State of California.

- Click on the link to view the official bulletin.

The screenshot shows the official bulletin page for 'CALTRANS HIGHWAY MAINTENANCE WORKER' in a Mozilla Firefox browser. The address bar shows the URL: <http://jobs.ca.gov/index?examCD=0PB29>. The page features the Caltrans logo and the following information:

CALTRANS HIGHWAY MAINTENANCE WORKER

Final File Date: Continuous
Monthly Salary: Range A : \$ 2873.00 - \$ 3120.00

Note: Current salary levels and placement/movement in the appropriate salary range(s) (there may be more than the listed salary ranges for a given class) should be confirmed with the hiring department upon receiving a job offer. 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.

Open Exam

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

Who Should Apply:
Persons who meet the minimum qualifications as stated in the Classification Description (specification). Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification when required to appear for the examination.

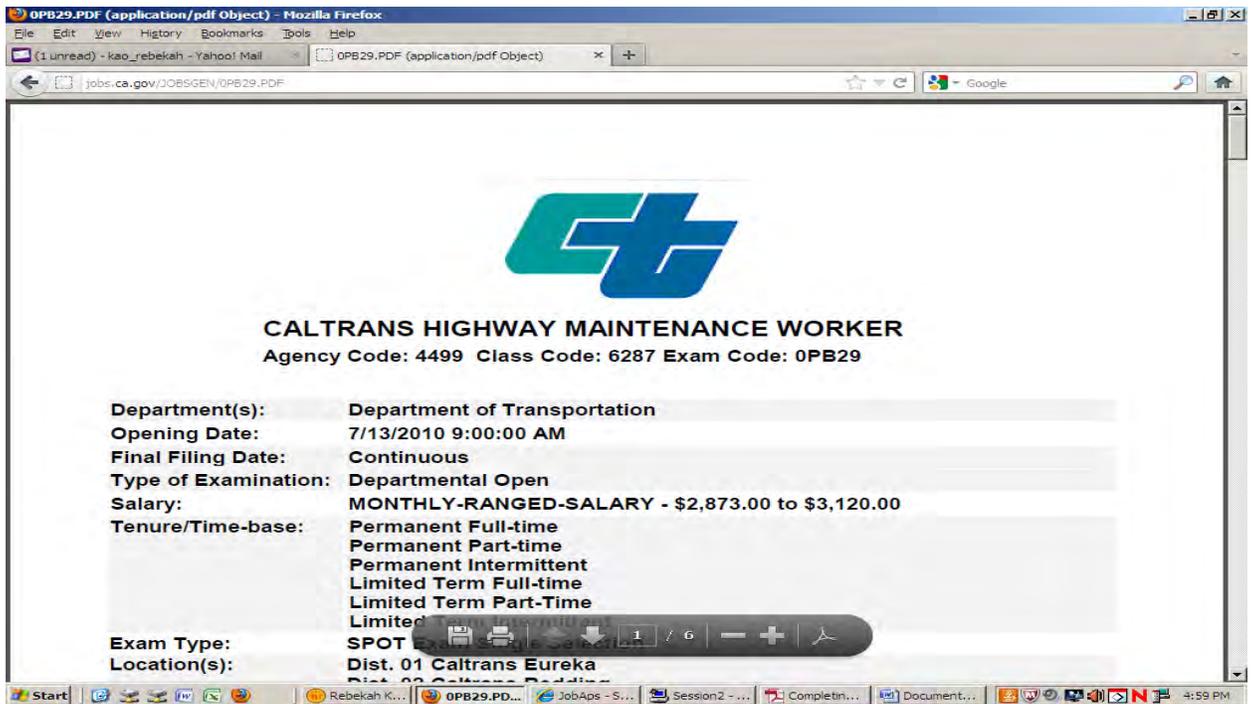
Final File Date: 12/31/12

Where to Apply:
CLICK ON THE LINK BELOW TO SEE THE OFFICIAL EXAMINATION BULLETIN.

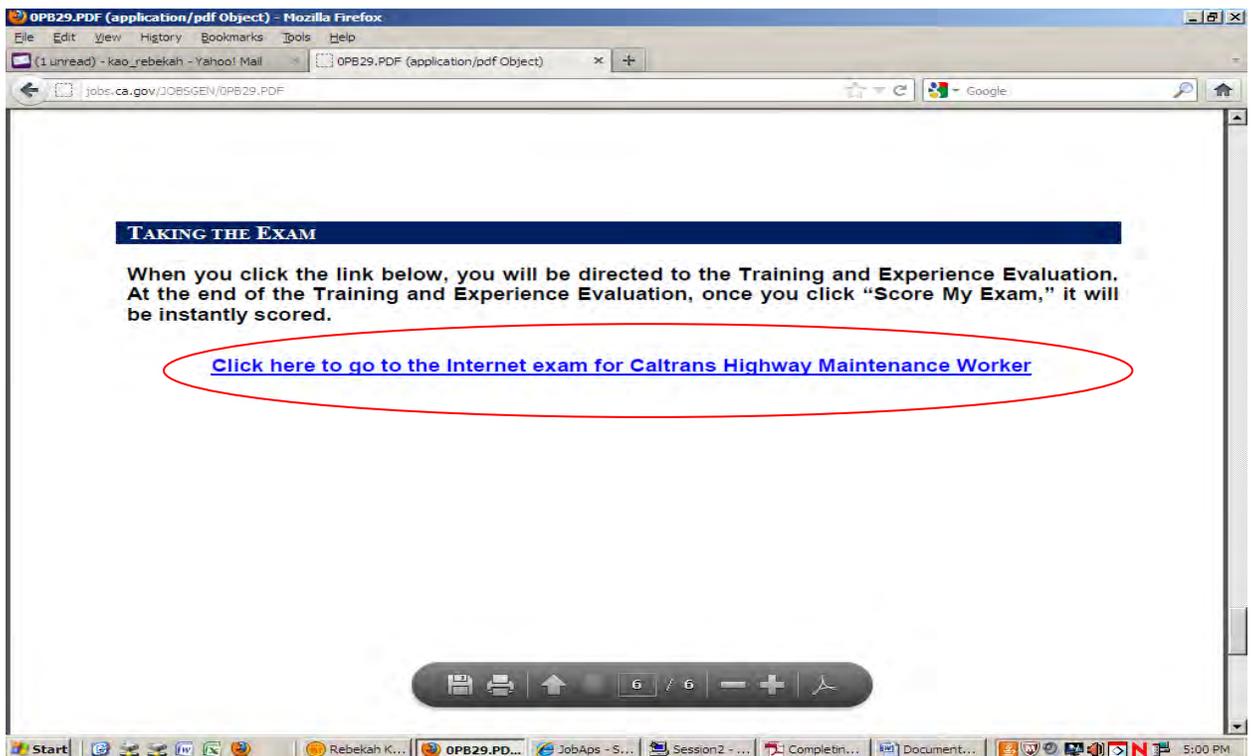
[CLICK HERE FOR A COPY OF THE OFFICIAL EXAM BULLETIN AND TO TAKE THE EXAM.](#)

Requirements for Admittance: You must read and print the Classification Description (specification) for the minimum qualifications for this examination. It is your responsibility to make sure you meet the education and/or experience requirements stated. Your signature on your application indicates you have read

6. Read the official Job Recruitment Bulletin.



7. Scroll down to the bottom of the Job Recruitment Bulletin and click on the link to take the exam online.



8. Read the information of the “**Examination Information**” page including all the information contained in the links provided. Click on the “**Continue**” button and get to the “**Login**” page.

Caltrans Highway Maintenance Worker Examination - Mozilla Firefox

File Edit View History Bookmarks Tools Help

(1 unread) - kao_rebekah - Yahoo! Mail Caltrans Highway Maintenance Worker E... +

ca.gov https://exams.spb.ca.gov/exams/chmw/ Google



Caltrans Highway Maintenance Worker

Examination Information

Read the information contained in the links below. Each link will create a new window that can be closed when you have finished reading it. Return to this page when you are ready to continue with the exam.

[The Official Caltrans Highway Maintenance Worker Class Specification](#)
[General State Civil Service Examination Information](#)
[About the Internet Testing Process](#)
[Veterans' Preference Information](#)

Read all of the information on each page carefully.

Application materials for the Caltrans Highway Maintenance Worker examination are accepted **ONLY** on the Internet. Do **NOT** submit a State Application Form or a hard copy version of these materials.

The online testing process will instantly give results for the online examination. Until you receive these results, you have not completed the examination process.

Continue

Start | Internet Explorer | Firefox | Chrome | ... | 5:01 PM

9. If you have already established an account, enter your user ID/Password to access the exam.

Caltrans Highway Maintenance Worker Login or Create an Account - Mozilla Firefox

File Edit View History Bookmarks Tools Help

(1 unread) - kao_rebekah - Yahoo! Mail Caltrans Highway Maintenance Worker L... +

ca.gov https://exams.spb.ca.gov/exams/chmw/login.cfm Google



Caltrans Highway Maintenance Worker

Login or Create an Account

To continue, you must login with your User I.D. and password.

[If you do not have a User I.D. and password, click here](#)

Online Examination Login

User I.D.:

Password:

LOGIN

[Forgot your password?](#)

ALL QUESTIONS REGARDING THIS EXAMINATION MAY BE DIRECTED TO (866) 844-8671.

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12. After completing the EEO page, complete the **Mailing Address Location** page and click on continue.

Mailing Location - Mozilla Firefox

File Edit View History Bookmarks Tools Help

(1 unread) - kao_rebekah - Yahoo! Mail Mailing Location

ca.gov https://exams.spb.ca.gov/exams/chmw/mailling_location.cfm

Google



Caltrans Highway Maintenance Worker

Mailing Address Location

Current User: RebekahKao
[Logout](#)

Please indicate where your mailing address is located. If you live within the United States, select "Mailing Address is inside the United States." If you live outside of the United States, select "Mailing Address is outside the United States."

Mailing Address is inside the United States

Mailing Address is outside the United States

[Continue](#)

Start Rebekah K... Mailing L... JobAps - S... Session2 - ... Completin... Document... 5:07 PM

13. Complete the **Exam Application** page and click continue.

State Exam Application - Mozilla Firefox

File Edit View History Bookmarks Tools Help

(1 unread) - kao_rebekah - Yahoo! Mail State Exam Application

ca.gov https://exams.spb.ca.gov/exams/chmw/exam_application.cfm

Google



Caltrans Highway Maintenance Worker

Exam Application

Current User: RebekahKao
[Logout](#)

This application is for competitors whose mailing address is within the United States. If your mailing address is outside the United States, return to the previous page by using the browser's BACK button, refresh the page and select "Mailing Address is outside the United States."

State Application for the Caltrans Highway Maintenance Worker examination.

All fields marked with an asterisk (*) are required fields.

First Name: *

Middle Initial:

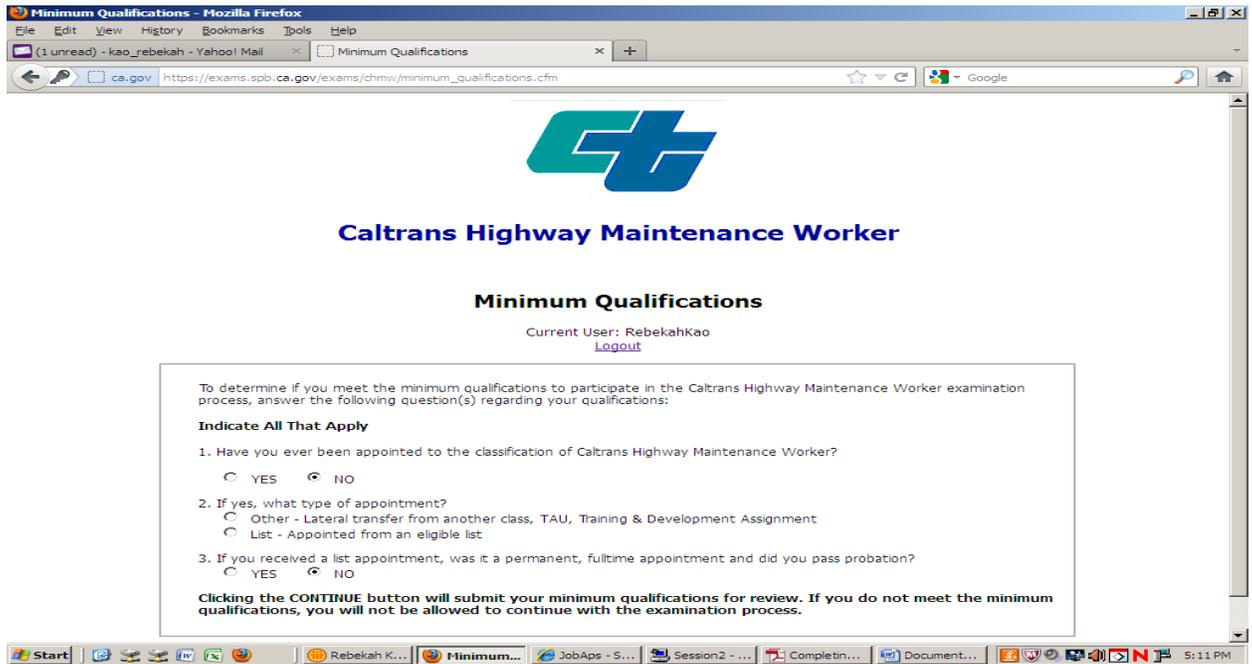
Last Name: *

Social Security Number: (Example: xxxxxxxx)

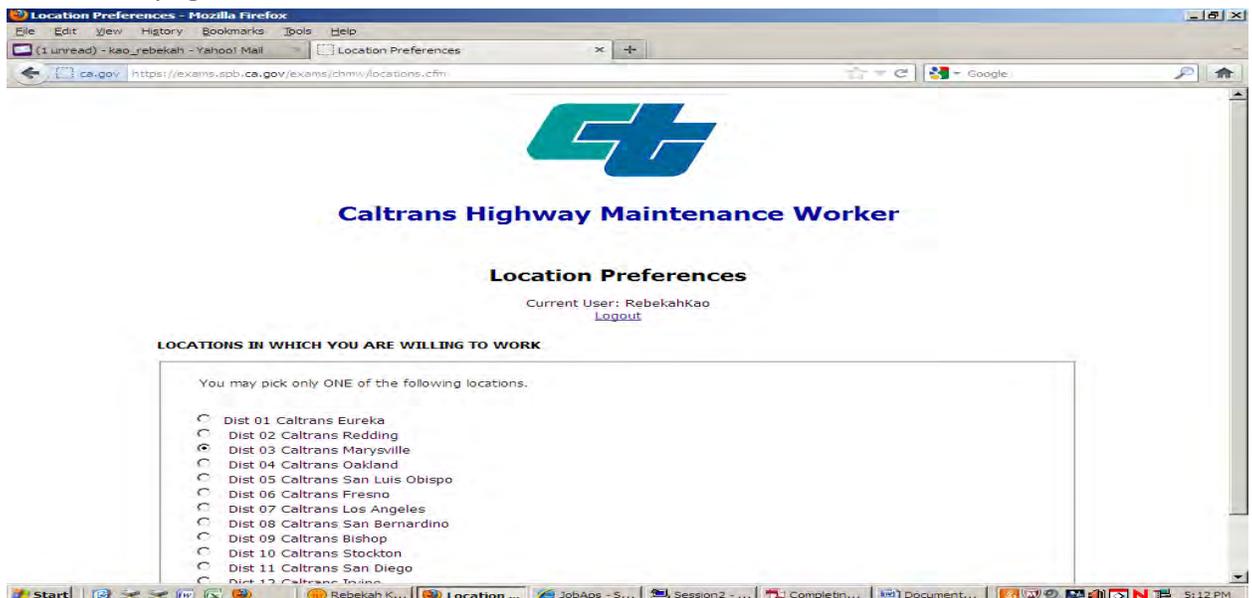
Email Address:

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14. The **Minimum Qualifications page** is the first step in the exam process. Enter the requested information and click on continue. If you do not meet the minimum qualifications, you will be disqualified. If you believe you do meet the requirements and you feel there has been an error, you may reapply. Repeat steps 1-9 to reapply. You may also contact the State Personnel Board (SPB) Exam Analyst at (866) 844-8671 if you are still having difficulty.



15. If you meet the Minimum Qualifications you will be asked to fill out the **Location Preference page**.



16. And complete the **Supplemental Information** page.

Caltrans Highway Maintenance Worker Supplemental Information - Mozilla Firefox

ca.gov https://exams.spb.ca.gov/exams/chmw/supplemental_information.cfm



Caltrans Highway Maintenance Worker

Supplemental Information

Current User: RebekahKao
[Logout](#)

Tenure/Timebase Selection

Select at least one of the tenure and timebase options you would be willing to work should you pass the examination.

On a permanent basis, I am willing to work:

- Full-time
- Part-time (12 months/year, less than 40 hours per week)
- Intermittent (Not more than 1500 hours per year, equivalent to 9 months at 40 hours/week)

On a temporary basis, I am willing to work:

- Full-time
- Part-time (12 months/year, less than 40 hours per week)
- Intermittent (Not more than 1500 hours per year, equivalent to 9 months at 40 hours/week)

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17. Complete the **Training and Experience Evaluation** Self Assessment Exam. Carefully review the rating scale(s) provided and respond to each statement as it applies to you.

Training and Experience Examination - Mozilla Firefox

ca.gov https://exams.spb.ca.gov/exams/chmw/training_experience1.cfm



Caltrans Highway Maintenance Worker

Training and Experience Examination

Current User: RebekahKao
[Logout](#)

Section 1: Task Ratings for Highway Maintenance Worker

Instructions

Using the rating scale(s) provided below, you will rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and WORK EXPERIENCE whether paid or volunteer.

For questions 1 - 8, indicate:

Knowledge related to performing this task

- Extensive Knowledge—I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations, and I could instruct others on specific aspects of this task.
- Substantial Knowledge—I possess an advanced knowledge level to the extent that I could effectively perform this task

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18. Once you have completed the exam you will be directed to the “Consent Agreement” page. Check the “I hereby certify” box and click on “Score my Exam”.

Caltrans Highway Maintenance Worker Exam Consent Agreement - Mozilla Firefox

ca.gov https://exams.spb.ca.gov/exams/dhmv/consent_agreement.cfm



Caltrans Highway Maintenance Worker

Consent Agreement

Current User: RebekahKao
[Logout](#)

You must agree to the terms and conditions of this examination process by checking the box below. If you do not check the box below, your examination will not be scored, and you will not receive your results.

I hereby certify that all the information entered on this Training and Experience Examination is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is later discovered that I have made false representations, I may be removed from the examination and/or eligible list resulting from this examination, suffer loss of state employment, and/or suffer loss of right to compete in any future state examination.

It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

If you want to review your answers, [click here](#). Once you click SCORE MY EXAM, you may not go back.

Score My Exam

Start | [Icons] | Rebekah K... | Caltrans... | JobAps - S... | Session2 - ... | Completin... | Document... | [Icons] | 5:17 PM

19. You will receive your “Results” notification page as shown below. Your results will reflect in your profile within 4-5 business days. If not, contact the Exam Analyst at SPB at (866) 844-8671.

Caltrans Highway Maintenance Worker Exam Results - Mozilla Firefox

ca.gov https://exams.spb.ca.gov/exams/dhmv/scoreit.cfm



Caltrans Highway Maintenance Worker

Results

This is your official notice of examination results. You will not receive written confirmation of these results. Print a copy of this result screen for your records. Use the browser's print button to print your results.

Candidate Information

Name: [Redacted]
Address: [Redacted]
Date of Exam: 03/13/2014
Candidate I.D.: [Redacted]
User I.D.: [Redacted]

Exam Title: Caltrans Highway Maintenance Worker
Score: 95%
Result: Passed

Congratulations REBEKAH KAO! You have passed the Caltrans Highway Maintenance Worker examination listed above. Your name will be placed on the corresponding eligible list(s).

Your eligibility expires on **03/13/2014**. You may retake the exam 12 months from the Date of Exam (as shown above).

Start | [Icons] | Rebekah K... | Caltrans... | JobAps - S... | Session2 - ... | Completin... | Document... | [Icons] | 5:19 PM