



Project Director 3

Exam Code: 6PB49

Departments: Department of General Services &
Department of Corrections and Rehabilitation

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Project Director 3 – \$11,609.00 - \$14,531.00 per month

[View the Project Manager 3 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 **six (6) 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 Exam” 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 exam 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.

Project Director 3

Equivalent to graduation from college with major work in architecture, engineering, construction management, or closely related field. (Additional qualifying experience may

be substituted for the required education with two years of experience being counted as one year of the required education.) **And**

Either 1

Two years of experience performing duties of a Project Director 2. (Persons within six months of having the required experience may compete in the examination; however, the required experience must be completed before they are eligible for appointment.)

Or 2

Four years of experience performing duties of a Project Director 1. (Persons within six months of having the required experience may compete in the examination; however, the required experience must be completed before they are eligible for appointment.)

Or 3

Broad and extensive (more than five years) experience in architecture, engineering or construction management, five years of which shall have been in the capacity of a project manager of large or complex capital outlay projects which resulted in buildings or structures being completed. (Experience in the California state service applied to this pattern must include either two years in a class with a level of responsibility equivalent to a Project Director 2 or four years in a class with a level of responsibility equivalent to a Project Director 1.)

POSITION DESCRIPTION

Project Director 3

Incumbents in this class will supervise the Project Support Section or manage the most complex and sensitive Capital Outlay projects. Examples of these types of projects are the construction of multitenant, multi-story office structures in a major urban environment, new institutions (e.g., Youth Authority facility), large specialized facilities (e.g., grandstands, large laboratories, etc.) and projects which are more sensitive to local communities or State Government. They also include large scale remodeling projects, renovation and/or removal of toxic substances, and the construction of large and/or complicated energy or treatment facilities.

Many projects assigned to incumbents in this classification, by their magnitude or program complexity, require that more than one person be involved. The Project Director 3 provides a lead role in this circumstance and directs the work of one or more Project Directors 2 or 1. The Project Director 3 has the authority to act independently or as a team leader representing the Department with consulting firms and is responsible for ensuring that the final product of the project or program team reflects the original scope and budget requirements.

Incumbents are responsible for preparing, or directing the preparation of, policy recommendations to top management on the most sensitive issues related to the State's capital outlay process, or on particularly complex individual projects; performing the lead role in developing and implementing solutions to difficult issues and problems associated with capital outlay projects; representing the Department in the selection, fee negotiations, negotiation of contract terms and provisions, award, and administration of contracts for architectural and engineering services.

EXAMINATION SCOPE

This examination consists of the following components:

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

The examination consists 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. All phases of the State's capital outlay process
2. Architecture
3. Details of planning, designing and constructing public buildings
4. Architectural building materials
5. Costs, codes and construction methods
6. Structural, electrical and mechanical engineering as related to buildings
7. Principles of budgeting as related to the capital outlay process
8. Use and application of computers in capital outlay project monitoring
9. Methods of organization and personnel management
10. Principles of budgeting
11. The Department's Affirmative Action Program objectives
12. A manager's role in the Affirmative Action Program, and the processes available to meet affirmative action objectives

Ability to:

1. Analyze comprehensive architectural designs
2. Present information clearly and effectively in pictorial and written forms
3. Analyze situations accurately and adopt an effective course of action
4. Direct the work of a group of Project Directors
5. Effectively contribute to the Department's affirmative action objectives

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Project Director 3** classification will be established for:

Department of General Services

Department of Corrections and Rehabilitation

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) 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, he or she 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](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score of competitors who are successful in this examination.

EXAMINATION INFORMATION

[Preview of the Project Director 3 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.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

[Take the Project Director 3 examination](#)

TESTING DEPARTMENTS

Department of General Services
Department of Corrections and Rehabilitation

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 General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Phone: 916-376-5400

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)

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 Departments of General Services and Corrections and Rehabilitation reserve 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.