



Capital Outlay Program Manager

Exam Code: 6PB50

Department: Department of General Services

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Capital Outlay Program Manager – \$14,527.00 - \$16,501.00 per month.

View the [classification specification](#) for the Capital Outlay Program Manager classification.

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 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.

All Levels:

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.)

Capital Outlay Program Manager

Either 1

Two years of experience performing the duties of a Project Director 3. (Persons within six months of having the required experience may compete in the examination; however, the required experience must be completed before they are considered eligible for appointment.)

Or 2

Four years of experience performing the 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 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. A minimum of four years of experience shall include direct responsibility for project budget and cost control for multiple projects managed concurrently and for administration of multiple professional design service contracts. (Experience in the California state service applied to this pattern must include two years performing duties in a class with a level of responsibility equivalent to Project Director 3, or four years performing duties of a class with a level of responsibility equivalent to Project Director 2.)

POSITION DESCRIPTION

Capital Outlay Program Manager

Oversees all operations of the Project Control Section. Is responsible for the overall accountability of the capital outlay function. The Capital Outlay Program Manager supervises the activities of all units within the Project Control Section. Specifically, this involves:

- Meeting with client agencies, representatives of the Legislative Analyst's Office and the Department of Finance, private sector professionals, and organizations regarding various aspects of the State's Capital Outlay Program and its various projects;
- Determining whether projects will be performed by the Office of the State Architect or by a private consulting firm;
- Directing staff in the administration of all capital outlay project contract activities, including the review of scope of services, negotiation of fees, review of evaluations of project costs and administrative costs for management of projects designed by private consultants;
- Overseeing pre-architectural programming, consultant and retainer selection, project planning, monitoring and control, and long-range and strategic planning;
- Developing and implementing selection procedures and regulations for contract services.

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. Risk management principles and techniques to prioritize potential risks, develop strategies to mitigate risks, and identify and implement recovery plans and contingencies.
2. The purpose, mission, and goals of the department, division and branch to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the department, division and branch.
3. Principles and practices of all aspects of the State's capital outlay process.
4. Laws (e.g., Public Contract Code, Government Code, Code of Regulations, etc.) and procedures (e.g., design, retainer, construction, environmental, etc.)

pertaining to contracts and agreements as they relate to the implementation of the States capital outlay program.

5. Principles, practices, and trends of public and business administration, including management analysis, economic analysis, planning, program management and program evaluation as it relates to managing a division and branch.
6. The State's legislative process and the administration of department's goals and policies to protect the State's interests relative to pending and proposed legislation and in accordance with specified Departmental guidelines.
7. Economic analysis principles and concepts to assess the best delivery method for each project in order to implement the State's capital outlay program.
8. The departmental budget process, which includes support and capital outlay budget development and revisions/augmentation needs (such as personal services, operating expense and equipment) using the Budget Act and BCP (budget change proposals) processes to assist in the development of the branch budget.
9. Project management concepts and principles to direct and oversee the completion of a variety of major capital outlay projects.

Ability to:

1. Interpret and apply the State laws; State, DGS, and Division's policies/procedures, rules, and regulations as they relate to the implementation of the States capital outlay program.
2. Analyze situations accurately, make recommendations, and take effective action as they relate to the implementation of the States capital outlay program as well as division and branch operations.
3. Implement new policies, procedures, and programs, ensuring appropriate leadership, motivation, staff training and overall planning to achieve defined goals.
4. Effectively communicate, both orally and in writing, to be in compliance with the Division's mission, goals, and objectives while ensuring compliance with State, DGS, Division's Managerial/Supervisory policies, procedures and objectives.
5. Assist and oversee the development and implementation of departmental and/or work unit budget, which includes support and capital outlay budget development and revisions/augmentation needs (such as personal services, operating expense and equipment) using the Budget Act Provisions and BCP (budget change proposals).
6. Recommend and draft legislative/legal changes and proposals in accordance with State, DGS, and Division's mission, goals, and objectives.

7. Establish and maintain cooperative relations with departmental employees, personnel from other state agencies, staff from federal, State and local regulatory and/or control agencies, consultants, vendors, and/or the public.
8. Consult, advise, and confer with staff from other State agencies, including control agencies, federal government, local governments, stakeholders, vendors, consultants, and/or, the public on technical and program subject matter areas.
9. Resolve problems and issues by developing an action plan in response to changing priorities, problems, or setbacks to allow for the completion of projects and work assignments as it relates to the operation of the capital outlay program, procedures, business processes, and/or policies.
10. Manage, supervise and oversee the work activities of interdisciplinary teams or work groups in the planning and completion of a variety of projects.
11. Develop and execute contracts and agreements related to implementation of the States capital outlay program.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Capital Outlay Program Manager classification will be established by the California Department of Human Resources for use by:

Department of General Services

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. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

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

EXAMINATION INFORMATION

[Preview 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

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

Take the online [Training and Experience Evaluation](#) for the **Capital Outlay Program Manager** classification.

TESTING DEPARTMENTS

Department of General Services

CONTACT INFORMATION

Questions regarding this examination should be directed to:

The California Department of Human Resources Selections Division
1515 S Street, North Building, Suite 400
Sacramento, CA 95811-7258

1-866-844-8671

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that 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 California Department of Human Resources (CalHR) 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.