

OFFICE BUILDING MANAGER I - III SERIES
OPEN EXAMINATION - STATEWIDE

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES



SALARY RANGE: OFFICE BUILDING MANAGER I: \$5183 - \$6443
 OFFICE BUILDING MANAGER II: \$5437 - \$6751
 OFFICE BUILDING MANAGER III: \$5720 - \$7108

FINAL FILING DATE: July 07, 2017

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 SINCE 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.

WHO MAY APPLY This is an OPEN STATEWIDE examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY Applications are available upon request or on the Internet at: <http://jobs.ca.gov/pdf/std678.pdf> and may be filed in person or by mail. Resumes alone will not be accepted. Applications (STD 678) must be POSTMARKED no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 PM on the final filing date will not be accepted for any reason. The examination title must be indicated on the application. **FAXED or EMAILED APPLICATIONS WILL NOT BE ACCEPTED. SUBMIT APPLICATION AND QUALIFICATIONS ASSESSMENT TO:**

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
ATTN: ERICA ROTHENBERG
MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 3RD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605

QUESTIONS If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, **Erica Rothenberg, Examinations Analyst at (916) 376-5454.**

CROSS - FILE - TWO CLASSES If you meet the entrance requirements for any of the classifications listed above, you may file for all examinations on a single application.

Please clearly indicate on the application the exam(s) for which you are applying.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information may be rejected.**

THE POSITION **Office Building Manager I**
Under general direction, to plan the work and direct the staff engaged in the maintenance, repair, custodial operations, and other services for State buildings and grounds in one of the smaller State buildings or building areas; or to assist an Office Building Manager III or higher level in a large metropolitan area; and to do other related work.
Office Building Manager II
Under general direction, to plan the work and direct the staff engaged in the maintenance, repair, custodial operations, and other services for State buildings and grounds in a medium size building or building area; and to do other related work.
Office Building Manager III
Under general direction, to plan the work and direct a large staff engaged in the maintenance, custodial operations, upkeep, and other services for the State-owned or occupied buildings and grounds in a major metropolitan building area; and to do other related work.

Positions exist statewide.

SEE REVERSE FOR ADDITIONAL INFORMATION

OFFICE BUILDING MANAGER I-III QB40/QB50/QB60/6672/6673/6675 FINAL FILING DATE: July 07, 2017

DEPARTMENT OF GENERAL SERVICES ❖ OFFICE OF HUMAN RESOURCES
MAILING ADDRESS: P.O. BOX 989052 ❖ WEST SACRAMENTO, CA 95798-9052 ❖ (916) 376-5400
STREET ADDRESS: 707 3RD STREET, 7TH FLOOR ❖ WEST SACRAMENTO, CA 95605
California Relay (Telephone) Service for the Deaf/Hearing Impaired: From TDD 1-800-735-2929, From Voice 1-800-735-2922

MINIMUM
QUALIFICATIONS

OFFICE BUILDING MANAGER I

Either I

In the California state service, either:

1. One year performing the duties of a Chief Engineer I or Supervisor of Building Trades.
- or
2. One year of experience in a supervisory position equivalent to Janitor Supervisor III with primary responsibility for building management or building maintenance.

Or II

Two years of building management experience, one year of which shall have involved the supervision of a large office or institutional building (of at least 100,000 square feet), involving public contacts and responsibility for a large maintenance and custodial staff.

OFFICE BUILDING MANAGER II

Either I

In the California state service, either:

1. One year of experience performing the duties of an Office Building Manager I or Chief Engineer II.
- or
2. Two years of experience performing the duties of a Chief Engineer I or Supervisor of Building Trades.
- or
3. Two years of experience in a supervisory position equivalent to Janitor Supervisor III with primary responsibility for building management or building maintenance.

Or II

Three years of progressively responsible building management experience, two years of which shall have involved the supervision of a large office or institutional building (of at least 100,000 square feet) involving public contacts and responsibility for a large maintenance and custodial staff.

OFFICE BUILDING MANAGER III

Either I

In the California state service, either:

1. One year of experience performing the duties of an Office Building Manager II.
- or
2. Two years of experience performing the duties of an Office Building Manager I.

Or II

Four years of progressively responsible building management experience, one year of which shall have involved the supervision of a large office, institutional building, or group of buildings of at least 300,000 square feet involving public contacts and responsibility for a large maintenance and custodial staff.

ADDITIONAL
DESIRABLE
QUALIFICATIONS

Education: equivalent to completion of the twelfth grade.

EXAMINATION
INFORMATION

Qualifications Assessment -- Weighted 100%

This examination will consist of a Qualifications Assessment weighted 100%. Candidates must attain an overall minimum score of 70% in order to be placed on the eligible list.

NOTE: It is especially important that each applicant take special care to accurately and completely fill out their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement.

CANDIDATES WHO DO NOT COMPLETE OR SUBMIT THE QUALIFICATIONS ASSESSMENT WILL BE DISQUALIFIED.

SCOPE

Candidates should be prepared to answer questions related to the following areas:

OFFICE BUILDING MANAGER I

A. Knowledge of:

- 1. Methods of caring for public buildings and grounds.
- 2. Repair and operation of various types of building equipment.
- 3. Kind, quality, and amount of material and supplies used in building and ground maintenance and methods used in requisitioning, receiving, checking, storing, and issuing them.
- 4. Methods of heating, lighting, cleaning, and ventilating large buildings.
- 5. Requirements, methods, and practices of the common trades and crafts.
- 6. Principles of personnel management and effective supervision.
- 7. The department's Equal Employment Opportunity Program objectives.
- 8. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity Program objectives.

B. Ability to:

- 1. Read and write English at a level required for successful job performance.
- 2. Direct the work of others.
- 3. Read and interpret plans, drawings, and specifications.
- 4. Estimate the cost of materials and labor involved in making alterations.
- 5. Maintain records and prepare concise reports.
- 6. Maintain cooperative relations with building occupants.
- 7. Analyze situations accurately and take effective action.
- 8. Effectively contribute to the Equal Employment Opportunity Program objectives.

OFFICE BUILDING MANAGER II

A. Knowledge of:

- 1. Methods of caring for large public buildings and grounds.
- 2. Repair and operation of various types of building equipment.
- 3. Kind, quality, and amount of material and supplies used in building and ground maintenance and methods used in requisitioning, receiving, checking, storing, and issuing them.
- 4. Modern methods of heating, lighting, cleaning, and ventilating large buildings.
- 5. Requirements, methods, and practices of the common trades and crafts.
- 6. Principles of personnel management and effective supervision.
- 7. Department's Equal Employment Opportunity objectives.
- 8. A manager's role in the Equal Employment Opportunity Program and the processes available to meet affirmative action objectives.

B. Ability to:

- 1. Read and write English at a level required for successful job performance.
- 2. Maintain discipline over a large maintenance, repair, and custodial staff.
- 3. Read and interpret plans, drawings, and specifications.
- 4. Estimate the costs of materials and labor involved in making alterations.
- 5. Maintain records and prepare concise reports.
- 6. Maintain cooperative relations with building occupants.
- 7. Analyze situations accurately and take effective action.
- 8. Effectively contribute to the department's Equal Employment Opportunity objectives.

OFFICE BUILDING MANAGER III

A. Knowledge of:

- 1. Methods used in caring for a group of large public buildings and grounds.
- 2. Modern methods of heating, lighting, and ventilating large buildings.
- 3. Repair and operation of various types of building equipment.
- 4. Materials and supplies used in construction, alteration, and maintenance of buildings and grounds and methods used in requisitioning, receiving, checking, storing, and issuing them.
- 5. Requirements, methods, and practices of the common trades and crafts.
- 6. Methods and practices of custodial operations in large office buildings.
- 7. Principles of personnel management and effective supervision and delegating work programs to subordinates and following up on their compliance.
- 8. The department's Equal Employment Opportunity Program objectives.
- 9. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity Program objectives.

B. Ability to:

- 1. Read and write English at a level required for successful job performance.
- 2. Delegate work programs to subordinates and follow up on their compliance.
- 3. Maintain discipline over a large maintenance, repair, and custodial staff.
- 4. Read and interpret plans, drawings, and specifications.
- 5. Estimate the cost of materials and labor involved in making alterations.
- 6. Plan maintenance schedules.
- 7. Prepare reports and budget recommendations.
- 8. Resolve controversial situations in connection with work responsibilities, space allocations and relations with others.
- 9. Analyze situations accurately and take effective action.

ELIGIBLE LIST INFORMATION

OPEN STATEWIDE eligible lists will be established for the Department of General Services. These lists will be abolished 12 months after they are established unless the needs of the service and conditions of the lists warrant a change in this period.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

GENERAL INFORMATION

It is the candidate's responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at local offices of the Employment Development Department, the Department noted on the bulletin, or on the Internet at <http://jobs.ca.gov>.

If you meet the requirements stated on the reverse, 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 on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of General Services 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 the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental 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 from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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 exams investigation may be made of employment records and personal history--fingerprinting may be required.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows:

- 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 veteran's preference.
- An entrance examination is defined, under the law, as any open competitive examination.
- Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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 candidate 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.

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

MAILING ADDRESS: P.O. BOX 989052

STREET ADDRESS: 707 3RD Street, 7TH Floor

OFFICE OF HUMAN RESOURCES

CA 95798-9052

West Sacramento, CA 95605

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones 1-800-735-2929 ☎ Voice 1-800-735-2922

**DEPARTMENT OF GENERAL SERVICES - HUMAN RESOURCES
QUALIFICATIONS ASSESSMENT FOR:**

**OFFICE BUILDING MANAGER I
OFFICE BUILDING MANAGER II
OFFICE BUILDING MANAGER III**

GENERAL INSTRUCTIONS

Read instructions carefully

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the following classifications with the Department of General Services:

- **Office Building Manager I**
- **Office Building Manager II**
- **Office Building Manager III**

The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed onto an eligible list. The list will be used by The Department of General Services to fill existing positions. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time base you are interested in working. It is required that you personally complete this examination accurately and without assistance. This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score. Additional instructions are provided on the following pages.

This examination enables you to apply for the below classifications, and if successful, your name will be placed on an eligible list.

- **Office Building Manager I**
- **Office Building Manager II**
- **Office Building Manager III**

The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas. The following areas comprise the complete examination for **Office Building Manager Series**.

You must ensure you have addressed each of the following areas:

- Candidate Information, Prior State Employment Information and Conditions of Employment (page 2-3)
- Address or Availability for Employment Changes and Minimum Qualifications (pages 3 - 4)
- Work Experience (pages 5 - 14)
 - **Office Building Manager I** questions 1 – 35
 - **Office Building Manager II** questions 1 – 44
 - **Office Building Manager III** questions 1 – 66
- Knowledge, Skill, and Ability Assessment (pages 15 - 18)
 - **Office Building Manager I** questions 1 – 33
 - **Office Building Manager II** questions 1 – 36
 - **Office Building Manager III** questions 1 – 40
- Preparation for Hiring Interview (page 19)
- Qualifications Assessment Return and Mailing Procedures (page 19)
- Affirmation Statement (page 19)

**YOUR COMPLETED QUALIFICATIONS ASSESSMENT MUST INCLUDE YOUR ORIGINAL SIGNATURE
AND BE SUBMITTED BY THE FINAL FILING DATE OF JULY 07, 2017.**

CANDIDATE INFORMATION

Name: _____

Social Security Number: _____

Address: _____

Home Telephone Number: _____

Work Telephone Number: _____

E-mail Address: _____

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. **IF THIS DOES NOT APPLY TO YOU**, please mark the "Not Applicable" box below and continue to the next section.

State Personnel Board, Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE
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CONDITIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

Note: Positions are not available at all locations. Please refer to the official examination bulletin for information regarding current available positions and their locations.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

☐ (D) Permanent Full-Time ☐ (R) Permanent Part-Time ☐ (K) Limited-Term Full-Time ☐ (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

CONDITIONS OF EMPLOYMENT CONTINUED ON FOLLOWING PAGE

CONDITIONS OF EMPLOYMENT (CONTINUED)

LOCATION(S) YOU ARE WILLING TO WORK:

☐ **5 ANYWHERE IN THE STATE** – If checked, no further selection is necessary

NORTHERN CALIFORNIA

- | | | | |
|---|---|--|---------------------------------------|
| <input type="checkbox"/> 0400 Butte | <input type="checkbox"/> 1700 Lake | <input type="checkbox"/> 3100 Placer | <input type="checkbox"/> 4900 Sonoma |
| <input type="checkbox"/> 0600 Colusa | <input type="checkbox"/> 1800 Lassen | <input type="checkbox"/> 3200 Plumas | <input type="checkbox"/> 5100 Sutter |
| <input type="checkbox"/> 0800 Del Norte | <input type="checkbox"/> 2300 Mendocino | <input type="checkbox"/> 3400 Sacramento | <input type="checkbox"/> 5200 Tehama |
| <input type="checkbox"/> 0900 El Dorado | <input type="checkbox"/> 2500 Modoc | <input type="checkbox"/> 4500 Shasta | <input type="checkbox"/> 5300 Trinity |
| <input type="checkbox"/> 1100 Glenn | <input type="checkbox"/> 2800 Napa | <input type="checkbox"/> 4600 Sierra | <input type="checkbox"/> 5700 Yolo |
| <input type="checkbox"/> 1200 Humboldt | <input type="checkbox"/> 2900 Nevada | <input type="checkbox"/> 4700 Siskiyou | <input type="checkbox"/> 5800 Yuba |

CENTRAL CALIFORNIA

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> 0100 Alameda | <input type="checkbox"/> 1500 Kern | <input type="checkbox"/> 2700 Monterey | <input type="checkbox"/> 4300 Santa Clara |
| <input type="checkbox"/> 0200 Alpine | <input type="checkbox"/> 1600 Kings | <input type="checkbox"/> 3500 San Benito | <input type="checkbox"/> 4400 Santa Cruz |
| <input type="checkbox"/> 0300 Amador | <input type="checkbox"/> 2000 Madera | <input type="checkbox"/> 3800 San Francisco | <input type="checkbox"/> 4800 Solano |
| <input type="checkbox"/> 0500 Calaveras | <input type="checkbox"/> 2100 Marin | <input type="checkbox"/> 3900 San Joaquin | <input type="checkbox"/> 5000 Stanislaus |
| <input type="checkbox"/> 0700 Contra Costa | <input type="checkbox"/> 2200 Mariposa | <input type="checkbox"/> 4000 San Luis Obispo | <input type="checkbox"/> 5400 Tulare |
| <input type="checkbox"/> 1000 Fresno | <input type="checkbox"/> 2400 Merced | <input type="checkbox"/> 4100 San Mateo | <input type="checkbox"/> 5500 Tuolumne |
| <input type="checkbox"/> 1400 Inyo | <input type="checkbox"/> 2600 Mono | | |

SOUTHERN CALIFORNIA

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> 1300 Imperial | <input type="checkbox"/> 1900 Los Angeles | <input type="checkbox"/> 3000 Orange | <input type="checkbox"/> 3300 Riverside |
| <input type="checkbox"/> 3600 San Bernardino | <input type="checkbox"/> 3700 San Diego | <input type="checkbox"/> 4200 Santa Barbara | <input type="checkbox"/> 5600 Ventura |

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

Please notify the Department of General Services promptly of any address changes or availability for employment changes at the following address:

Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Attention: Erica Rothenberg
(916) 376-5454

MINIMUM QUALIFICATIONS

OFFICE BUILDING MANAGER I

Either I

In the California state service, either:

1. One year of experience performing the duties of a Chief Engineer I or Supervisor of Building Trades. or
2. One year of experience in a supervisory position equivalent to Janitor Supervisor III with primary responsibility for building management or building maintenance.

Or II

Two years of building management experience, one year of which shall have involved the supervision of a large office or institutional building (of at least 100,000 square feet), involving public contacts and responsibility for a large maintenance and custodial staff.

MINIMUM QUALIFICATIONS CONTINUED ON NEXT PAGE

MINIMUM QUALIFICATIONS (CONTINUED)

OFFICE BUILDING MANAGER II

Either I

In the California state service, either:

1. One year of experience performing the duties of an Office Building Manager I or Chief Engineer II. or
2. Two years of experience performing the duties of a Chief Engineer I or Supervisor of Building Trades. or
3. Two years of experience in a supervisory position equivalent to Janitor Supervisor III with primary responsibility for building management or building maintenance.

Or II

Three years of progressively responsible building management experience, two years of which shall have involved the supervision of a large office or institutional building (of at least 100,000 square feet) involving public contacts and responsibility for a large maintenance and custodial staff.

OFFICE BUILDING MANAGER III

Either I

In the California state service, either:

1. One year of experience performing the duties of an Office Building Manager II. or
2. Two years of experience performing the duties of an Office Building Manager I.

Or II

Four years of progressively responsible building management experience, one year of which shall have involved the supervision of a large office, institutional building, or group of buildings of at least 300,000 square feet, involving public contacts and responsibility for a large maintenance and custodial staff.

WORK EXPERIENCE

Under "Work Experience," please indicate:

Frequency:

A. If you have performed this task within the last 5 years

Frequency:

B. How often you perform this task
(Please select one box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column)

Length of Experience:

C. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. (Please select one box from the "Length of Experience" column)

NOTE: There may be up to three (3) checkmarks for each question.

Frequency					Length of Experience	
A		B			C	
Performed task within last 5 years						
		Weekly			60+ months	
		Monthly/Quarterly			24 to 59 months	
		Semi-Annual/Annual			0 to 23 months	
		Never				


OFFICE BUILDING MANAGER I - III

1. Assists and/or oversees Building and Property Management program to maintain buildings and grounds of 100,000 square feet to deliver effective high quality services to building occupants/customers.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Plans and/or directs the work of various staff (i.e., including but not limited to supervisors, trades/crafts, custodians, administrative personnel, etc.) engaged in maintenance and repair services including but not limited to custodial services (i.e., floor care and restroom program, route assignments, etc.), grounds care, trades/crafts, security/guard, automation systems, structural systems and interior finishes.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Inspects and/or directs changes, modifications and/or alterations in mechanical, electrical, and other phases of building operations and/or systems.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Prepares and/or reviews plans and/or specifications for estimates, changes, modifications and/or alterations of building operations and/or systems in order to ensure preservation of investment in real property in accordance with established State and Federal laws, rules and regulations, CalOSHA standards, policies and/or recommendations and under the direction of senior management.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Develops and/or maintains a comprehensive maintenance program in order to ensure preservation of investment in real property/equipment in accordance with local, State and Federal laws, rules and regulations, Governor's Executive orders, BOMA and/or Cal OSHA standards, policies and/or recommendations.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Makes recommendations for changes, modifications and/or alterations in order in accordance with departmental policies and/or guidelines.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Documents significant building events for tracking purposes to ensure preservation of investment in real property.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Under "Work Experience," please indicate: Frequency: B. If you have performed this task within the last 5 years Frequency: B. How often you perform this task (Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column) Length of Experience: D. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. (Please select <u>one</u> box from the "Length of Experience" column) NOTE: There may be up to <u>three</u> (3) checkmarks for each question.	Frequency					Length of Experience		
	A	B				C		
	Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
OFFICE BUILDING MANAGER I - III								
8. Prepares and/or reviews various forms (i.e., collections, deposit control notice, requisitions, work orders, purchase orders, SCIF/Workers' Compensation forms, personnel forms, incident reports, timesheets, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Conducts interviews with candidates for employment using interpersonal and/or interviewing skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Makes recommendations for hiring selections into the work unit and/or region.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Completes employee performance evaluations and probationary reports indicating accomplishments, performance goals, and areas of improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Takes corrective action to improve employee performance using various methods and/or techniques (i.e., Adverse Action, Counseling Memorandum, verbal warnings, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Recognizes, rewards, and/or reinforces the efforts and/or accomplishments of staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Documents employee performance for the purpose of coaching, counseling, and/or disciplinary activities using various tools and/or equipment (e.g., computer software, memos, letters, standard forms, files, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Provides coaching to subordinate staff relating to the tasks of the job to improve performance and productivity using interpersonal, mediation and/or supervisory skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Resolves verbal disagreements, conflicts and/or disputes using interpersonal, mediation, facilitation and/or supervisory skills to achieve and/or maintain a cohesive, productive workforce and/or workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Ensures staff participation in various training (e.g., job performance, upward mobility, mandated, etc.) using various methods and/or techniques (i.e., individual development plans, performance evaluations, training announcements, memos, team meetings, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Under "Work Experience," please indicate: Frequency: C. If you have performed this task within the last 5 years Frequency: B. How often you perform this task (Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column) Length of Experience: E. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. (Please select <u>one</u> box from the "Length of Experience" column) NOTE: There may be up to <u>three</u> (3) checkmarks for each question.	Frequency					Length of Experience		
	A	B				C		
	Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
OFFICE BUILDING MANAGER I - III								
18. Assists in the response to emergency calls (e.g., power outages, flooding, fire, vandalism, etc.) to coordinate and/or assist with needed services for building preservation and/or public/tenant/ employee health and/or safety as reported by employees, tenants, public, and/or emergency personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Assists in the administration and maintenance of health and safety programs and/or building systems to comply with local, State and Federal laws and regulations; including, but not limited to air toxins, emissions, CFC's (AB 2588); asbestos (AB 3713); PCBs, pesticides, hazardous wastes (AB2189; safety training under the Injury and Illness Prevention Program (Title 8 and SB 198), lead notification, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Assists in the completion of and/or provides updates to internal environmental safety program records in order to maintain a safe and healthy environment for the benefit of all employees and the public in compliance with laws and regulations of the Occupational Safety and Health Administration (OSHA), Safety Training (AB2189), Injury and Illness Prevention Guidelines (IIPP and SB 298), Workers' Compensation (Title 8 and SB 198).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Assists in the preparation and/or implementation of Emergency Response Plans, Disaster Recovery and Business Resumption Plans, HazMat Business Plan, HazWaste Manifest, and other reports required by code to protect the health and safety of workers, building tenants, and the public under emergency situations in accordance with local, State and Federal laws, rules and regulations, Governor's Executive orders, established departmental, BOMA and/or Cal-OSHA standards, policies and/or recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Oversees and/or conducts health and safety meetings, inspections, and/or training in accordance with local, State and Federal laws, rules and regulations, Governor's Executive Orders, BOMA and/or Cal OSHA standards, policies and/or recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Under "Work Experience," please indicate:	Frequency					Length of Experience		
	A	B				C		
	Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 o 59 months	0 to 23 months
Frequency: A. If you have performed this task within the last 5 years Frequency: B. How often you perform this task (Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column) Length of Experience: C. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. (Please select <u>one</u> box from the "Length of Experience" column) NOTE: There may be up to <u>three</u> (3) checkmarks for each question.								
OFFICE BUILDING MANAGER I - III								
23. Attends and participates in training and/or conferences for current health, safety and/or building codes in accordance with local, State and Federal laws, rules and regulations, Governor's Executive orders, BOMA and/or Cal-OSHA standards, policies and/or recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Assists in the preparation of the management unit's annual budget to ensure sound fiscal management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Monitors expenditures utilizing past fiscal trends to ensure appropriate spending operating and personnel expense budgets (i.e., PY hours, equipment, supplies, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Oversees inventorying, requisitioning, receiving and distributing of supplies, tools, and equipment to accomplish procurement goals and objectives (i.e., small/disabled business, micro business, recycle, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Assists in the preparation of the Special Repairs and Improvement plans for the management unit to project expenditures needed to maintain building operations, design specifications, promote energy conservation, building improvements, and/or ADA specifications, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Assists management in the planning, designing, space alterations, cleaning frequency plans, and/or construction-related activities in managed buildings to promote quality service to customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Maintains cooperative team and/or public relations with others (i.e., contractors, building staff, tenants, public, etc.) to fulfill strategic plans and goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Promotes and/or implements energy conservation practices through new technology, HVAC, lighting, and/or water conservation by taking corrective action and/or reporting problems to management to save energy, resources, and costs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Implements sustainable building practices and/or plans including but not limited to energy management policies, use of green products, Integrated Pest Management (IPM) and contracts for services to establish routine sustainable practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Under "Work Experience," please indicate:		Frequency					Length of Experience		
		A	B				C		
		Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
Frequency: A. If you have performed this task within the last 5 years Frequency: B. How often you perform this task (Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column) Length of Experience: C. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. (Please select <u>one</u> box from the "Length of Experience" column) NOTE: There may be up to <u>three</u> (3) checkmarks for each question.									
OFFICE BUILDING MANAGER I - III									
32. Works cooperatively with office administrative operations personnel pursuant to respective management unit responsibilities to ensure proper records management, invoice submittal for payments, management unit reporting as required for compilation of mandated programs such as recycled product purchases, waste stream management, and small business participation, etc.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Promotes mandates in the work place with regard to safety, security, Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), and other personnel practices as defined by regulatory agencies and established guidelines/policies in order to ensure a discrimination-free and a safe work environment.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Distributes various information/announcements (i.e., commute management, new legislation or changes, merit award suggestion programs, training, safety, EEO, Labor Relations, Merit Award Suggestion programs, JOB postings, post and bid, building updates/notices, etc.).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Promotes and ensures customer satisfaction for staff, tenants and/or public through quality service by monitoring and overseeing service delivery to achieve goals by providing a quality environment.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div style="display: flex; align-items: center;">  <div> <p>IF YOU ARE TAKING THE OFFICE BUILDING MANAGER I EXAM <u>ONLY</u>, SKIP TO PAGE 15 FOR THE KNOWLEDGE, SKILLS, AND ABILITIES SEGMENT OF THIS EXAM.</p> <p>IF YOU ARE TAKING THE OFFICE BUILDING MANAGER II AND/OR III EXAM, CONTINUE TO NEXT PAGE</p> </div> </div>									

Under "Work Experience," please indicate: Frequency: B. If you have performed this task within the last 5 years Frequency: B. How often you perform this task (Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column) Length of Experience: D. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. (Please select <u>one</u> box from the "Length of Experience" column) NOTE: There may be up to <u>three</u> (3) checkmarks for each question.	Frequency					Length of Experience		
	A	B				C		
	Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
OFFICE BUILDING MANAGER II - III								
36. Assists and/or oversees a building and property management program to maintain buildings and grounds of 150,000 square feet or more in order to deliver effective high quality services to building occupants/customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Supervises necessary changes, modifications and/or alterations in order to ensure preservation of investment in real property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Responds to emergency calls (e.g., power outages, flooding, fire, vandalism, etc.) for building preservation and/or public/tenant/ employee health and/or safety as reported by employees, tenants, public, and/or emergency personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Completes and provides updates to internal environmental safety program records in order to maintain a safe and healthy environment for the benefit of all employees and the public in compliance with laws and regulations of the Occupational Safety and Health Administration (OSHA), Safety Training (AB2189), Injury and Illness Prevention Guidelines (IIPP and SB 298), Workers' Compensation (Title 8 and SB 198).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Ensures appropriate staff is asbestos and lead trained and/or medically certified to protect the health and safety of workers and building tenants/public while working in and around asbestos containing materials in accordance with local, State and Federal laws, rules and regulations, Governor's Executive orders, BOMA and/or Cal OSHA standards, policies and/or recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Directs inventorying, requisitioning, receipt and distribution of supplies, tools, and equipment to accomplish procurement goals and objectives (i.e., small/disabled business, micro business, recycle, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Ensures delivery of new and existing construction and equipment warranties and related systems by formal and timely written notice to contractors/vendors when corrections are needed to ensure building and associated systems are operating at or above design specifications in accordance with contract specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Under "Work Experience," please indicate:	Frequency					Length of Experience		
	A	B				C		
	Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
Frequency: C. If you have performed this task within the last 5 years Frequency: B. How often you perform this task (Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column) Length of Experience: E. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. (Please select <u>one</u> box from the "Length of Experience" column) NOTE: There may be up to <u>three</u> (3) checkmarks for each question.								

OFFICE BUILDING MANAGER II - III								
43. Assists in the development of sustainable building practices and/or plans including but not limited to energy management policies, use of green products, Integrated Pest Management (IPM) and contracts for services to establish routine sustainable practices.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. Directs office administrative operations pursuant to respective management unit responsibilities to ensure proper records management, invoice submittal for payments, management unit reporting as required for compilation of mandated programs such as recycled product purchases, waste stream management, and small business participation, etc.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>IF YOU ARE TAKING THE OFFICE BUILDING MANAGER I AND/OR II EXAM <u>ONLY</u>, SKIP TO PAGE 15 FOR THE KNOWLEDGE, SKILLS, AND ABILITIES SEGMENT OF THIS EXAM.</p> <p>IF YOU ARE TAKING THE OFFICE BUILDING MANAGER III EXAM, CONTINUE TO NEXT PAGE</p>
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Under "Work Experience," please indicate: Frequency: D. If you have performed this task within the last 5 years Frequency: B. How often you perform this task (Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column) Length of Experience: F. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. (Please select <u>one</u> box from the "Length of Experience" column) NOTE: There may be up to <u>three</u> (3) checkmarks for each question.	Frequency					Length of Experience		
	A	B				C		
	Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
OFFICE BUILDING MANAGER III								
45. Oversees a building and property management program services to maintain buildings and grounds of 300,000 or more in order to deliver effective high quality services to occupant/customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Ensures the promotion and implementation of energy conservation practices being provided through new technology to save energy, resources, and costs in accordance with local, State and Federal laws, rules and regulations, Governor's Executive orders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Promotes and provides a safe and healthy working environment for staff and occupants by conducting or ensuring the delivery of safety meetings, quarterly safety inspections, internal environmental safety training, internal environmental safety inspections, posting OSHA requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Directs staff in performance of annual asbestos awareness training to provide a quality environment and distributes annual asbestos notifications to tenants and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. Understands and keeps current on existing and newly authorized health, safety and building codes to meet local, State and Federal rules, laws, codes and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Seeks consultation and assistance from entities such as internal environmental safety program, OSHA, EPA, etc. to efficiently maintain a healthy and safe work environment for employees, tenants, and the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Monitors contractors to ensure quality control of building standards and to preserve investment in real property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52. Acts as the primary point of control within the building for planning, design, space alteration and construction related activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53. Maintains cooperative working relationships with other parties responsible for elements of project completion, including, but not limited to, other units, contractors, building staff, and tenants during project planning and implementation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54. Maintains a team environment when responding promptly to emergencies to assess personnel, tenant and public health and safety in order to evaluate overall damage caused by emergency event(s) and to mitigate damage to buildings in accordance with the disaster recovery plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Under "Work Experience," please indicate: Frequency: E. If you have performed this task within the last 5 years Frequency: B. How often you perform this task (Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column) Length of Experience: G. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. (Please select <u>one</u> box from the "Length of Experience" column) NOTE: There may be up to <u>three</u> (3) checkmarks for each question.	Frequency					Length of Experience		
	A	B				C		
	Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
OFFICE BUILDING MANAGER III								
55. Administrates human resources policies to hire and supervise personnel in compliance with regulatory agencies, Federal Labor Laws, and Equal Employment Opportunity (EEO) policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56. Promotes a team environment to increase productivity and employee relations in a diverse employee environment free of sexual harassment, violence, and discrimination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57. Attends training classes in order to maintain current knowledge of personnel related issues, hazardous materials, environmental safeguards, new innovations and technology, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58. Performs probationary reviews, annual Individual Development Plans, constructive intervention, disciplinary actions and training to assure smooth personnel interactions/operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59. Participates proactively in resolving project discrepancies in order to maintain timeliness of schedule and quality control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60. Administers and maintains the health and safety programs and/or building systems to comply with local, State and Federal laws and regulations; including but not limited to air toxins, emissions, CFC's (AB 2588); asbestos (AB 3713); PCBs, pesticides, hazardous wastes (AB2189); safety training under the Injury and Illness Prevention Program (Title 8 and SB 198), lead notification, etc., in accordance with local, State and Federal laws, rules and regulations, Governor's Executive orders, BOMA and/or Cal-OSHA standards, policies and/or recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61. Acts as team lead in executing the plans for Emergency Response, Disaster Recovery and Business Resumption, and Hazardous Materials and Waste Manifest in order to maintain a safe and healthy environment for the benefit of all employees and/or the public in compliance with laws and regulations of the Occupational Safety and Health Administration (OSHA), Safety Training (AB2189), Injury and Illness Prevention Guidelines (IIPP and SB 298), Workers' Compensation (Title 8 and SB 198).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Under "Work Experience," please indicate:	Frequency					Length of Experience		
	A	B				C		
	Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
Frequency: F. If you have performed this task within the last 5 years Frequency: B. How often you perform this task (Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column) Length of Experience: H. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. (Please select <u>one</u> box from the "Length of Experience" column) NOTE: There may be up to <u>three</u> (3) checkmarks for each question.								
OFFICE BUILDING MANAGER III								
62. Prepares and implements Emergency Response Plans, Disaster Recovery and Business Resumption Plans, HazMat Business Plan, HazWaste Manifest, and other reports required by code to protect the health and safety of workers, building tenants, and the public under emergency situations in accordance with local, State and Federal laws, rules and regulations, Governor's Executive orders, BOMA and/or Cal-OSHA standards, policies and/or recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63. Prepares the management unit's annual budget to ensure sound fiscal management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64. Prepares the Special Repairs and Improvement plans to project expenditures needed to maintain building operations, design specifications, promote energy conservation, building improvements, and/or ADA specifications, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65. Reviews plans, specifications, and/or change orders to ensure quality control of building standards and to preserve property in accordance with local, State and Federal laws, rules and regulations, Governor's Executive orders, established departmental, BOMA and/or Cal-OSHA standards, policies and/or recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
66. Acts as the point of contact and/or control within the management unit for the planning and/or designing of space alterations and/or construction-related activities in buildings to preserve property and to promote quality service to.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTINUE TO THE KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT ON THE NEXT PAGE

KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT

Please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA for each of the following areas.

Definition of Levels:

Extensive Knowledge, Skill, or Ability: I have applied this KSA in an actual setting while performing a job.

Moderate Knowledge, Skill, or Ability: I have this KSA to perform this task, but may require general supervision.

Limited Knowledge, Skill, or Ability: I have education or training relevant to this KSA, or have minimally applied it to an actual job.

No Knowledge, Skill, or Ability: I have no experience, education or training relevant to this KSA.

KSA Level

Extensive Knowledge, Skill, or Ability

Moderate Knowledge, Skill, or Ability

Limited Knowledge, Skill, or Ability

No Knowledge, Skill, or Ability

OFFICE BUILDING MANAGER I - III

1. Knowledge of methods used in caring for an individual or group of large public buildings and grounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Knowledge of modern methods of heating, cooling, lighting, and ventilating for an individual or group of large public buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Knowledge of materials and supplies, including green/recycle content items, used in construction, alteration, and maintenance of buildings and grounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Knowledge of methods used in requisitioning, receiving, checking, storing, and issuing supplies and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Knowledge of requirements, methods, and practices of grounds, trades, crafts and/or engineering.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Knowledge of methods and practices of custodial operations in large office buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Knowledge of principles of personnel management and effective supervision and delegating work programs to subordinates and following up on their compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Knowledge of principles and techniques of planning and implementing building schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Knowledge of the Equal Employment Opportunity Program to meet the goal of providing the workplace free of discrimination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Knowledge of the manager's role in the Equal Employment Opportunity Program and processes available to provide a workplace free of discrimination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Ability to read, write and verbally communicate in English at a level required for successful job performance in building management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Ability to effectively manage and delegate work programs to subordinates and follow up on their compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Ability to provide preventive, corrective and disciplinary administrative personnel practices over a large maintenance, repair, administrative, and/or custodial staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Ability to read and interpret plans, drawings, and specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Ability to analyze cost estimates of materials and labor involved in maintenance, alterations and/or repairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA for each of the following areas.

Definition of Levels:

Extensive Knowledge, Skill, or Ability: I have applied this KSA in an actual setting while performing a job.

Moderate Knowledge, Skill, or Ability: I have this KSA to perform this task, but may require general supervision.

Limited Knowledge, Skill, or Ability: I have education or training relevant to this KSA, or have minimally applied it to an actual job.

No Knowledge, Skill, or Ability: I have no experience, education or training relevant to this KSA.

KSA Level

Extensive Knowledge, Skill, or Ability

Moderate Knowledge, Skill, or Ability

Limited Knowledge, Skill, or Ability

No Knowledge, Skill, or Ability

OFFICE BUILDING MANAGER I - III

16. Ability to plan, document and/or implement building routines and/or schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Ability to prepare reports and/or recommendations (i.e., 5 year plan projections, etc.) to maintain fiscal responsibility as it relates to building management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Ability to resolve disagreements, conflicts and/or disputes in connection with work responsibilities to maintain a professional business environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Ability to analyze situations, prioritize and/or take effective action(s) to resolve complex issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Ability to effectively contribute to Equal Employment Opportunity objectives to provide a workplace free of discrimination and promote upward mobility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Ability to be creative and innovative in the processes of building management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Ability to communicate effectively in stressful situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Willingness to work in a politically sensitive environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Willingness to represent the organization before public forums.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Willingness to travel and work away from the management unit/headquarters' office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Willingness to work in a team environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Willingness to speak before public forums.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Willingness to accept complex and challenging situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Willingness to work under stressful conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Willingness to adapt to new processes and/or technology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Willingness to be on call.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Willingness to be creative and innovative in providing solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Willingness to work independently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



IF YOU ARE TAKING THE OFFICE BUILDING MANAGER I EXAM ONLY, SKIP TO PAGE 19 FOR AFFIRMATION STATEMENT

IF YOU ARE TAKING THE OFFICE BUILDING MANAGER II AND/OR III EXAM, CONTINUE TO NEXT PAGE

Please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA for each of the following areas.

Definition of Levels:

Extensive Knowledge, Skill, or Ability: I have applied this KSA in an actual setting while performing a job.

Moderate Knowledge, Skill, or Ability: I have this KSA to perform this task, but may require general supervision.

Limited Knowledge, Skill, or Ability: I have education or training relevant to this KSA, or have minimally applied it to an actual job.

No Knowledge, Skill, or Ability: I have no experience, education or training relevant to this KSA.

KSA Level

Extensive Knowledge, Skill, or Ability

Moderate Knowledge, Skill, or Ability

Limited Knowledge, Skill, or Ability

No Knowledge, Skill, or Ability

OFFICE BUILDING MANAGER II - III

34. Knowledge of preventive maintenance, repair and operation of various types of building equipment/systems.

☐
☐
☐
☐

35. Knowledge of estimating costs and materials involved in building maintenance, alterations and/or repairs.

☐
☐
☐
☐

36. Knowledge of budgeting practices, to include software applications, to monitor building operation expenditures and ensure cost effective building operations.

☐
☐
☐
☐


IF YOU ARE TAKING THE OFFICE BUILDING MANAGER I AND/OR II EXAM ONLY, SKIP TO PAGE 19 FOR AFFIRMATION STATEMENT

IF YOU ARE TAKING THE OFFICE BUILDING MANAGER III EXAM, CONTINUE TO NEXT PAGE

Please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA for each of the following areas.

Definition of Levels:

Extensive Knowledge, Skill, or Ability: I have applied this KSA in an actual setting while performing a job.

Moderate Knowledge, Skill, or Ability: I have this KSA to perform this task, but may require general supervision.

Limited Knowledge, Skill, or Ability: I have education or training relevant to this KSA, or have minimally applied it to an actual job.

No Knowledge, Skill, or Ability: I have no experience, education or training relevant to this KSA.

KSA Level

Extensive Knowledge, Skill, or Ability

Moderate Knowledge, Skill, or Ability

Limited Knowledge, Skill, or Ability

No Knowledge, Skill, or Ability

OFFICE BUILDING MANAGER III

37. Ability to develop a scope of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Ability to estimate the cost of materials and labor involved in making alterations and repairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Ability to plan and document maintenance routines and schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Ability to analyze and prioritize situations, and take effective action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YOUR COMPLETED QUALIFICATIONS ASSESSMENT MUST INCLUDE YOUR ORIGINAL SIGNATURE ON THE NEXT PAGE

PREPARATION FOR HIRING INTERVIEW

If you are successful in this examination and called for a hiring interview, you will be asked to supply transcripts of your college course work, proof of degree(s) received and any credential(s) that may be applicable. Additionally, you may be asked to supply supplemental documentation to verify your responses in this examination. It is strongly recommended that you assemble transcripts and licenses in advance to expedite the process.

QUALIFICATIONS ASSESSMENT RETURN AND MAILING PROCEDURES

This Qualifications Assessment will account for 100% of the weight of your examination for this classification. **You may mail or deliver in person the completed Qualifications Assessment to the following address:**

Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Attention: Erica Rothenberg

NOTE:

- Candidates whose Qualifications Assessment is postmarked, personally delivered, or received via interoffice mail **after** the due date will be eliminated from the examination.
- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

AFFIRMATION STATEMENT

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

"The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

j. Has intentionally attempted to practice any deception or fraud in his or her application in his or her examination or in securing his or her eligibility."

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: _____

DATE: _____

NAME (PRINTED): _____

THIS COMPLETES THE QUALIFICATIONS ASSESSMENT