



## NOTICE OF CORRECTION

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APRIL 16, 2018

**EXAMINATION TITLE:** PRINCIPAL STRUCTURAL ENGINEER  
**EXAM BASE:** OPEN- STATEWIDE  
**LOCATION:** MAY 7, 2018  
**FINAL FILE DATE:**

The following changes have been made to this exam:

- The closing date for this exam **has been extended to MAY 7, 2018.**

NOTE: Applicants using education to meet the minimum requirements **MUST** provide a copy of their diploma, official/unofficial transcript, statement and/or evaluation from an accredited U.S. college or university with their examination application.

DEPARTMENT OF GENERAL SERVICES  
OFFICE OF HUMAN RESOURCES  
SELECTION UNIT  
P.O. BOX 989052  
WEST SACRAMENTO, CA 95798-9052

OR

707 3RD STREET, 7<sup>TH</sup> FLOOR  
WEST SACRAMENTO, CA 95605  
(916) 376-5400

California Relay  
Telephone Service for the Deaf/Hearing Impaired:  
From TDD 1-800-735-2929  
From Voice 1-800-735-2922

PRINCIPAL STRUCTURAL ENGINEER  
OPEN EXAMINATION: STATEWIDE

STATE OF CALIFORNIA  
DEPARTMENT OF GENERAL SERVICES

SALARY RANGE: \$11,992 - \$13,621  
FINAL FILING DATE: APRIL 19, 2018



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. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. 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. **ELECTRONIC, FAXED or EMAILED APPLICATION AND TRAINING & EXPERIENCE ASSESMENT FORMS WILL NOT BE ACCEPTED. Submit Examination/Employment Application (STD 678) and Training & Experience Assessment (T&E) Forms to:**

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

STREET ADDRESS: 707 3RD STREET, 7<sup>TH</sup> FLOOR  
WEST SACRAMENTO, CA 95605

QUESTIONS If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, **ROSEMARY HERNANDEZ, Exam Analyst at (916) 376-5441.**

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.**

MINIMUM QUALIFICATIONS Possession of a valid certificate to use the title of "Structural Engineer" under the statutes regulating the practice of civil engineering in California **AND**  
**Experience:** Five years of structural engineering experience in the performance of increasingly complex duties, one year which shall have been comparable in responsibility to that of a Supervising Structural Engineer in the California state service.  
**AND**  
**Education:** Equivalent to graduation from college with a major work in civil or architectural engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis)  
**Note:** Applicants using completion of a recognized college degree to meet the minimum requirements **MUST** provide a copy of their degree or transcripts with their examination application and assessment before the cut-off date listed in this notice.

HIGHLY DESIRABLE CHARACTERISTICS Well-developed expertise in field observation of construction work. Effective consultative skills with engineers, contractors and various public authorities on State safety requirements related to the structural design and construction of public structures and demonstrated administrative ability and tact.

THE POSITION Under general direction to be responsible for the structural engineering work of an Area Office of the Structural Safety Section of the Office of the State Architect, in connection with the enforcement of the Earthquake Safety Laws and other State laws relating to design and construction of buildings; and to do other related work.  
**The position reports to DSA Headquarters in Sacramento; but may physically reside at a DSA Regional Office.**

SEE REVERSE FOR ADDITIONAL INFORMATION

EXAMINATION  
INFORMATION

Training and Experience Qualifications Assessment -- Weighted 100%

This examination will consist of Training and Experience 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 Examination/Employment Application STD. 678 and Training and Experience Assessment. List all experience relevant to the "Minimum Qualifications" shown on this announcement.

**CANDIDATES WHO DO NOT COMPLETE, SIGN AND SUBMIT BOTH THE APPLICATION (STD 678) AND TRAINING AND EXPERIENCE QUALIFICATIONS ASSESSMENT WILL BE DISQUALIFIED.**

SCOPE

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

- A. Knowledge of:**
- 1. Strength of materials and structural analysis including both static and dynamic procedures.
  - 2. Use and properties of the materials of building construction.
  - 3. Standard specifications and building codes applying to building and other engineering structures.
  - 4. Geotechnical problems applying to building design and construction.
  - 5. Field inspection procedures of building construction.
  - 6. Purposes, organization and procedures of the Division of State Architect particularly in the Structural Safety Section.
  - 7. Principles and techniques of personnel management and supervision.
  - 8. Principles of effective office administration and organization.
  - 9. Office's Equal Employment Opportunity Program objectives.
  - 10. A manager's role in the Equal Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.
- B. Ability to:**
- 1. Make technical investigations to determine structural safety of existing structures, particularly the capacity to resist lateral forces.
  - 2. Make recommendations on structural features of proposed structures.
  - 3. Review and judge the quality of office and field structural engineering.
  - 4. Plan, organize, direct, coordinate and evaluate the work of others.
  - 5. Analyze situations accurately and adopt an effective course of action.
  - 6. Draft proposed rules and regulations, prepare memoranda and technical reports and correspondence.
  - 7. Effectively contribute to the offices Equal Employment Opportunity objectives.

ELIGIBLE LIST  
INFORMATION

An **OPEN STATEWIDE** eligible list will be established for the Department of General Services. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list 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:

- 1. 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.
- 2. An entrance examination is defined, under the law, as any open competitive examination.
- 3. 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 12<sup>th</sup> 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    ☎    OFFICE OF HUMAN RESOURCES**  
**MAILING ADDRESS: P.O. BOX 989052    ☎    West Sacramento, CA 95798-9052    ☎    Telephone (916) 376-5400**  
**STREET ADDRESS: 707 3RD Street, 7<sup>TH</sup> Floor    ☎    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  
TRAINING AND EXPERIENCE QUALIFICATIONS ASSESSMENT FOR:  
PRINCIPAL STRUCTURAL ENGINEER**

**GENERAL INSTRUCTIONS**

**Read instructions carefully**

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for **PRINCIPAL STRUCTURAL ENGINEER** with the **Department of General Services**. 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 Department of General Services to fill existing positions. A "Conditions of Employment" section 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.

1. Additional instructions are provided on the following pages.
2. This examination enables you to apply for the **PRINCIPAL STRUCTURAL ENGINEER** classification. If successful, your name will be placed on an eligible list.
3. 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 **PRINCIPAL STRUCTURAL ENGINEER**. You must ensure you have addressed each of the following areas:

- Candidate Information (page 2)
- Prior State Employment Information (page 2)
- Conditions of Employment (page 2 - 3)
- Address or Availability for Employment Changes (page 3)
- Minimum Qualifications (page 3)
- Work Experience (pages 4 - 6)
- Knowledge, Skill, and Ability Assessment (pages 8 - 9)
- Preparation for Hiring Interview (page 10)
- Qualifications Assessment Return and Mailing Procedures (page 10)
- Affirmation Statement (page 10)

**YOUR COMPLETED TRAINING AND EXPERIENCE QUALIFICATIONS ASSESSMENT & THE EXAMINATION/EMPLOYMENT STATE APPLICATION (STD 678) FORMS MUST INCLUDE YOUR ORIGINAL SIGNATURES AND MUST BE RECEIVED OR POSTMARKED BY:**

**APRIL 19, 2018**

## 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.

### 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    |

☐1200 Humboldt

☐2900 Nevada

☐4700 Siskiyou

☐5800 Yuba

#### CENTRAL CALIFORNIA

☐0100 Alameda

☐1500 Kern

☐2700 Monterey

☐4300 Santa Clara

☐0200 Alpine

☐1600 Kings

☐3500 San Benito

☐4400 Santa Cruz

☐0300 Amador

☐2000 Madera

☐3800 San Francisco

☐4800 Solano

☐0500 Calaveras

☐2100 Marin

☐3900 San Joaquin

☐5000 Stanislaus

☐0700 Contra Costa

☐2200 Mariposa

☐4000 San Luis Obispo

☐5400 Tulare

☐1000 Fresno

☐2400 Merced

☐4100 San Mateo

☐5500 Tuolumne

☐1400 Inyo

☐2600 Mono

#### SOUTHERN CALIFORNIA

☐1300 Imperial

☐1900 Los Angeles

☐3000 Orange

☐3300 Riverside

☐3600 San Bernardino

☐3700 San Diego

☐4200 Santa Barbara

☐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  
Attention: Rosemary Hernandez  
Mailing Address: P.O. Box 989052  
West Sacramento, CA. 95798-9052

Street Address: 707 3<sup>rd</sup> Street, 7<sup>th</sup> Floor  
West Sacramento, CA 95605

[rosemary.hernandez@dgs.ca.gov](mailto:rosemary.hernandez@dgs.ca.gov)

#### MINIMUM QUALIFICATIONS

##### EXPERIENCE:

**Certificates/License:** Possession of a valid certificate to use the title of "Structural Engineer" under the statutes regulating the practice of civil engineering in California **AND**

**Experience:** Five years of structural engineering experience in the performance of increasingly complex duties, one year which shall have been comparable in responsibility to that of a Supervising Structural Engineer in the California state service.

**AND**

**Education:** Equivalent to graduation from college with a major work in civil or architectural engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis)

**Note:** Applicants using completion of a recognized college degree to meet the minimum requirements MUST provide a copy of their degree or transcripts with their examination application and assessment forms before the cut-off date listed in this notice.

## WORK EXPERIENCE

<p>Under "Work Experience," for items 1 - 18, please indicate</p> <p><b>Frequency:</b></p> <p><b>A.</b> If you have performed this task within the last 5 years (<i>if not performed in last five years, leave blank</i>)</p> <p><b>B.</b> How often you perform this task (<i>Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column</i>)</p> <p style="text-align: center;"><b>AND</b></p> <p><b>Length of Experience:</b></p> <p><b>C.</b> Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. (<i>Please select <u>one</u> box from the "Length of Experience" column</i>)</p> <p><b>NOTE: There may be up to <u>three</u> (3) checkmarks for each question, but only may select one box from each column.</b></p>		Frequency					Length of Experience					
		A	B				C					
		Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	25+ Months	13 to 24 Months	0 to 12 Months			
<b>1.</b>	Manages the plan and field review activities and the business services support for the office through subordinate supervisors in order to independently carry out the day-to-day operations of the organization using principles of effective office administration in accordance with applicable organization's and State regulations, policies and procedures.					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.</b>	Oversees and authorizes budget expenditures for the daily operations of the organization for the assigned geographical area using principles of effective office administration and organization in accordance with applicable organization's and State regulations, policies and procedures.					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.</b>	Identifies and evaluates with office supervisors and leads the work load to determine the need for consultant services using internal tracker and project scheduling databases in accordance with organization's policies and procedures.					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.</b>	Negotiates scope, fees and schedules for specific consultant contract amendments using the submitted plans and specifications in accordance DGS and organization's regulations, policies and procedures.					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.</b>	Manages consultant contracts to verify schedules are met and scope of work is completed in accordance with organization's regulations, policies and procedures.					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6.</b>	Reviews the submittal of contractors' statement of qualifications in order to rank and select consultants for consulting services in accordance with organization's regulations, policies and procedures.					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7.</b>	Identifies staffing needs and coordinates resources through internal organization in order to conduct the organization operations in accordance with organization and State regulations, policies and procedures.					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Under <b>"Work Experience,"</b> for items <b>1 - 18</b> , please indicate		Frequency					Length of Experience				
		A		B			C				
				Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	25+ Months	13 to 24 Months	0 to 12 Months
<b>Frequency:</b> <b>A.</b> If you have performed this task within the last 5 years ( <i>if not performed in last five years, leave blank</i> ) <b>B.</b> How often you perform this task <i>(Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column)</i> <p style="text-align: center;"><b>AND</b></p> <b>Length of Experience:</b> <b>C.</b> Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. <i>(Please select <u>one</u> box from the "Length of Experience" column)</i> <b>NOTE: There may be up to three (3) checkmarks for each question, but only may select one box from each column.</b>											
8.	Ensures compliance with the California Education, Governmental, and Health & Safety Codes through plan and field review of construction projects for public schools (K-12), community colleges and state buildings as applicable in accordance with organization and State regulations, policies and procedures.	<input type="checkbox"/>		<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.	Assists in the development and establishment of building codes, operational policies and procedures in order to ensure uniform and consistent interpretation and application of the applicable statutes, regulations, policies and procedures by consulting with internal organization, other staff and external stakeholders as issues arise and by participating in weekly and month management meetings as directed by internal organization and State authority.	<input type="checkbox"/>		<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.	Responds to inquiries, verbally and in writing, from school district personnel, architects, structural engineers, inspectors, contractors, owners, and others regarding provisions of the Education Code (Field Act), Essential Services Building Act and other applicable statutes and regulations in order to advise them on the interpretation and application of the laws and regulations governing construction projects for California public schools (K-12), community colleges and state buildings as applicable.	<input type="checkbox"/>		<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.	Meets with project architects, engineers, program and construction managers, state officials, school districts, and the public to discuss design and other issues related to construction projects under the organization jurisdiction in accordance with internal organization and State regulations, policies and procedures.	<input type="checkbox"/>		<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.	Evaluates staff performance and recommends appropriate action, including but not limited to merit salary adjustments and progressive discipline in order to perform supervisory and administrative functions according to internal organization's and State policies and procedures.	<input type="checkbox"/>		<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 <b>"Work Experience,"</b> for items <b>1 - 18</b> , please indicate		Frequency					Length of Experience		
		A		B			C		
				Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	25+ Months
<b>Frequency:</b> <b>A.</b> If you have performed this task within the last 5 years ( <i>if not performed in last five years, leave blank</i> ) <b>B.</b> How often you perform this task <i>(Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column)</i> <p style="text-align: center;"><b>AND</b></p> <b>Length of Experience:</b> <b>C.</b> Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. <i>(Please select <u>one</u> box from the "Length of Experience" column)</i> <b>NOTE: There may be up to <u>three</u> (3) checkmarks for each question, but only may select one box from each column.</b>									
13.	Evaluates supervisor performance and guides supervisors in performance issues and the constructive intervention process to improve staff performance in accordance with internal organization's and State regulations, policies and procedures.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Provides training identified in staff's annual Individual review plan for both technical and organization's subject matter through organization sponsored and outside training opportunities in accordance with internal organization's and State regulations, policies and procedures.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Assigns organization's staff to evaluate the investigation of existing buildings and other structures for structural integrity and lateral load resisting ability, access compliance, fire and life safety, and mechanical, electrical and plumbing code compliance when required in accordance with internal organization and State regulations, policies and procedures.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Performs emergency response duties for DSA headquarters and organization facilities as defined in the DSA Continuity Plan for Business and DSA Emergency Plan, in cooperation with the California Office of Emergency Services (OES) procedures in order to maintain DSA services to stakeholders in accordance with the State Emergency Management System (SEMS).	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Represents organization by attending meetings and conferences as delegated by the State Architect or Deputy to the State Architect in order to provide updates and information to stakeholder groups in accordance with organization and State regulations, policies and procedures.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Maintains supervisory continuing education requirements in order to keep abreast of current methods by attending organization's sponsored or other training for supervisors in accordance with Government Code Section 19995.4 and State regulations.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CONTINUE TO NEXT SECTION**

## KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT

For items 1 – 26, please rate your Knowledge, Skill, or Ability (KSA) by selecting one choice 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, but have not applied it to an actual job.

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

***NOTE: You may only select one box.***

		KSA Level			
		Extensive Knowledge, Skill, or Ability	Moderate Knowledge, Skill, or Ability	Limited Knowledge, Skill, or Ability	No Knowledge, Skill, or Ability
1.	Strength of materials and structural analysis including both static and dynamic procedures at a general level in order to manage the office operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Use and properties of the materials of building construction at a general level in order to manage the office operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Codes and Standards at a general level as applied to buildings and other facilities in order to manage the office operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Geotechnical issues applying to facilities design and construction at general level in order to manage the office operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Field inspection procedures and facility construction practices at general level in order to manage the field oversight operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Codes and standards related to Structural Safety at general level in order to manage the office operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Codes and standards related to Fire and Life Safety at general level in order to manage the office operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Codes and standards related to Accessibility at general level in order to manage the office operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Purposes, organization, and procedures of the Division of the State Architect at professional level in order to manage the office operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Principles and techniques of personnel management and supervision at a professional level in order to manage the office operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Department's Equal Employment Opportunity Program objectives at a general level to meet the department's goals of providing a workplace free of discrimination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Effectively contributing to the Equal Employment Opportunity Program objectives to promote and make hiring and employment decisions at a professional level to meet the goals of the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Computer software (i.e., Microsoft Office, Excel, etc.) at a general level for the effectiveness and efficiency of overall office operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Make technical investigations to determine structural safety, fire and life safety and accessibility of existing structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>For items 1 – 26, please rate your Knowledge, Skill, or Ability (KSA) by <u>selecting one choice</u> indicating the box that best describes your level of the KSA for each of the following areas.</p> <p><b>Definition of Levels:</b></p> <p><b><u>Extensive</u> Knowledge, Skill, or Ability:</b> I have applied this KSA in an actual setting while performing a job.</p> <p><b><u>Moderate</u> Knowledge, Skill, or Ability:</b> I have this KSA to perform this task, but may require general supervision.</p> <p><b><u>Limited</u> Knowledge, Skill, or Ability:</b> I have education or training relevant to this KSA, but have not applied it to an actual job.</p> <p><b><u>No</u> Knowledge, Skill, or Ability:</b> I have no experience, education or training relevant to this KSA.</p> <p><b>NOTE: You may only select <u>one</u> box.</b></p>		KSA Level			
		Extensive Knowledge, Skill, or Ability	Moderate Knowledge, Skill, or Ability	Limited Knowledge, Skill, or Ability	No Knowledge, Skill, or Ability
15.	Make recommendations on structural, fire and life safety and accessibility features of proposed structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Review and judge the quality of staff, consultant and client work related to structural safety, fire and life safety, and accessibility at a professional level to ensure compliance with office regulations policies and procedures,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Plan, organize, direct, coordinate and evaluate the work of others at a professional level to ensure quality and timeliness of service to clients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Analyze situations accurately and adopt an effective course of action in order to provide proper direction to staff and consultants in the performance of their responsibilities to ensure effective project delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Draft proposed rules and regulations, prepare memoranda and technical reports and correspondence at a professional level for overall office operations and project delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Effectively contribute to the office's affirmative action objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Deal with high profile and/or politically sensitive issues encountered at a professional level for overall office operations and project delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Establish and maintain cooperative relations with internal and external stakeholders, public and other interest groups at a professional level to ensure the quality and consistency of contracts, agreements, overall office operations and project delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Utilize effective negotiation and interpersonal communications techniques at a professional level for overall office operations and project delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Work under pressure of tight time-lines and adapt to changes in priorities and other interruptions at a professional level that may impact pre-established course of actions for completion or progressing with project delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Take action and/or make commitments at a professional level in a variety of situations under a variety of circumstances, even in uncertain situations or under uncertain circumstances to accomplish project delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	Interpret and apply at a professional level rules, regulations, statutes, policies and procedures (i.e., Federal, State, DGS, etc.) as they relate to the implementation of project delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 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.

## RETURN AND MAILING PROCEDURES FOR QUALIFICATIONS ASSESSMENT AND EXAMINATION/EMPLOYMENT APPLICATION STD. 678 (REV. 10/2013)

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 Examination/Employment Application STD. 678 and Qualifications Assessment Forms to the following address:**

Department of General Services  
Office of Human Resources  
707 3<sup>rd</sup> Street, 7<sup>th</sup> Floor  
West Sacramento, CA 95605  
Attention: Rosemary Hernandez

### NOTE:

- Candidates whose Qualifications Assessment is postmarked, personally delivered, or received via interoffice mail after the due date, **04/19/2018**, will be eliminated from the examination.
- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) or emails (electronic mail) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Training and Experience 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**