



SENIOR DELINEATOR

Departmental Open

Exam Code: 8TR36

Department: Service wide, Statewide list
Bulletin Release Date: 05/01/2018
Final Filing Date: Continuous - Monthly
Salary: \$4,227.00 to \$5,293.00

INTRODUCTION

Caltrans is pleased to announce the posting of the **Senior Delineator** examination. Employment from this examination may be offered in all Districts and Sacramento County. **This examination will be established as a Statewide eligible list that will be used service wide by all State agencies.**

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans is an equal opportunity employer to all, without regard to race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination. Once you have list eligibility, you may not reapply for twelve (12) months from your eligibility date. Candidates that are unsuccessful in the examination must wait six (6) months from the testing date before reapplying to take the examination.

FILING INSTRUCTIONS

***Please provide a copy of your college transcripts if you are using your college education to meet the minimum qualifications under Pattern II.**

Applications (STD 678) must be received or 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. Faxed or E-mailed applications will NOT be accepted. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

MAILING ADDRESS:

Caltrans
Examination Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

SUBMIT IN PERSON:

Caltrans
Examination Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816

***Candidates are responsible for obtaining proof of mailing or submission of their application to Examination Services.**

POSITION STATEMENT

This is the advanced journey level for the series. Under direction, incumbents either (1) act as a lead over a small group of draftspersons; or (2) independently perform highly complex drafting and graphics work requiring a high level of skill, initiative and accuracy. Incumbents prepare roadway design and construction drawings from engineering notes using conventional drafting procedures and computer-aided drafting; make engineering calculations related to drafting and plots data from field notes.

ELIGIBLE LIST INFORMATION

A Departmental Open service wide eligible list will be established for Caltrans in all Caltrans Districts and Sacramento County. **This eligible list will be used service wide by all State agencies.** The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor's eligibility will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

NOTE: 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 II,” “or III,” etc. For example, candidates who possess 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 requirements.

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the exam:

<http://calhr.ca.gov/state-hr-professionals/pages/3026.aspx>

MINIMUM QUALIFICATIONS

EITHER I

Two years of experience performing the duties of a Delineator in the California State service.

OR II

Five years of experience in an engineering office, two years of which shall have been comparable to that of a Delineator in the California state service. (College education in engineering or drafting may be substituted for a maximum of two years of the experience in an engineering office on the basis of one year of education being equivalent to six months of experience.)

EXAMINATION INFORMATION

This examination will utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the “Minimum Qualifications” shown on this announcement. Supplementary information will be accepted, but read the “Minimum Qualifications” carefully to see what kind of information will be useful to the staff doing the evaluation.

This examination will consist of an Education and Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Materials, methods, and equipment used in Computer-Aided Drafting and Design (Microstation) for creating engineering drawings, charts, maps, and diagrams
2. Details, methods, and layouts used in the preparation of roadway design drawings, engineering graphic presentations, construction of buildings, and site work in compliance with office and industry standards
3. Computer-Aided Drafting and Design (Microstation) to create detailed drawings requested by engineers and/or customers
4. Computer applications (i.e., Microsoft Word, Outlook, Excel, Microstation, DESCARTES, FALCON, etc.) to prepare calculations, reports, and correspondence requested by engineers and/or customers
5. Advanced engineering graphics and mapping work to produce detailed drawings
6. Basic principles of drafting and delineation to create technical drawings for engineers and/or customers
7. Reproduction and the printing processes to produce multiple copies of drawings, charts, maps, and diagrams at the request of a customer
8. Simple engineering mathematics, drawing layout, and simple Computer-Aided Drafting and Design (Microstation) techniques used in the preparation of construction drawings in accordance with the industry standards
9. Basic engineering graphics and mapping work in order to assist staff

Ability to:

1. Communicate and work effectively with engineers, technicians, and customers in developing engineering graphic presentations
2. Interpret and plot from detailed engineering sketches to update existing project plans
3. Read and write English at a level required for successful job performance
4. Follow oral and written directions from an engineer and/or customer to update project plans from their specifications
5. Check and plot from field notes or engineering calculations to provide a final plan
6. Assist engineers in developing the appropriate format for final plans
7. Draft neat, legible, and accurate construction drawings and technical sketches for the engineers and/or customers using Computer-Aided Drafting and Design (Microstation)
8. Perform delineation work using Computer-Aided Drafting and Design (Microstation) to produce comprehensive plans for customers
9. Interpret field notes from an engineer to reproduce a working plan
10. Check drawings, dimensions, and specifications to ensure they are error-free for the customer

11. Establish and maintain cohesive working relationships with other state employees, district personnel, and customers to ensure deadlines are met
12. Accurately analyze situations and take effective and appropriate corrective actions
13. Prepare correspondence to effectively communicate with colleagues and other individuals
14. Prioritize assignments to be completed on time and avoid budget constraints
15. Make effective oral and written reports to ensure compliance with project requirements
16. Effectively read and interpret plans, dimensions, specifications, and/or construction documents to ensure compliance with the quality, quantity, and intent of project scope
17. Effectively use computer applications (i.e., Microsoft Word, Outlook, Excel, Microstation, DESCARTES, FALCON, etc.) to prepare calculations, reports, and correspondence for the customer
18. Work in the capacity of a lead person to guide, monitor productivity, and review the quality of work of engineers and technicians
19. Work independently, use good judgement, and complete difficult drafting assignments for the customer

VETERANS' PREFERENCE

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION

For more information regarding this examination, please contact the examination analyst at (916) 227-5181.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact **the testing department** three weeks after the final filing date if he/she has not received his/her notice.

Applications are available at <https://jobs.ca.gov/pdf/std678.pdf>, California Department of Human Resources (CalHR) offices, and local offices of the Employment Development Department.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination 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.

Caltrans reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

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

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.