NOTICE OF CLOSING DATE

August 2016

EXAMINATION TITLE: CONSTRUCTION SUPERVISOR I
EXAM BASE: OPEN
LOCATION: STATEWIDE
FINAL FILE DATE: CONTINUOUS FILING

This is to announce the anticipated testing schedule for the continuous examination named above. Applications must be **POSTMARKED** by the application cutoff (final filing date) indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the deadline will be held for the next examination.

APPLICATION CUTOFF	ANTICIPATED INTERVIEWS
AUGUST 30, 2016	***SEPTEMBER/OCTOBER 2016***

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

OR

707 3RD STREET, 7TH 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

"THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION."

CONSTRUCTION SUPERVISOR I
OPEN EXAMINATION - STATEWIDE

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES

SALARY RANGE: $7,055 - $8,824
FINAL FILING DATE: CONTINUOUS*

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.

***Testing is considered continuous as dates can be set at any time. The testing office shown below will accept applications continuously and will notify and test applicants as needs warrant.**

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 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. FAXED or EMAILED APPLICATIONS WILL NOT BE ACCEPTED. Submit applications to:

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

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

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUESTIONS

If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, **Larisa Harpst, Exam Analyst at (916) 376-5431**.

CROSS - FILE TWO CLASSES

If you meet the entrance requirements for this class and for the Construction Inspector II, you may file for both examinations on a single application.

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). Applicants **MUST** attach photocopies of transcripts or diploma verifying major field of study when using education to meet the Minimum Qualifications below. **Applications/resumes received without this information may be rejected.**

MINIMUM QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess the required license may be admitted to the examination, but must obtain the license before they will be considered eligible for appointment.) **AND**

Either I

Two years of experience performing the duties of a Construction Inspector II in the California state service.

Or II

Experience: Four years experience either:

1. As an architect's, engineer's, owner's, or construction manager's representative in technical inspection, supervision, or management on building construction work involving the performance of increasingly complex duties and including two years in responsible charge on major building construction such as schools, hospitals, prisons, institutions, high- and mid-rise office buildings, or other comparable institutional or commercial buildings. Or
2. As a construction superintendent on major buildings such as schools, hospitals, prisons, institutions, high- and mid-rise office buildings, or other comparable institutional or commercial buildings.

(Experience in the California state service applied toward these experience requirements must include at least two years performing the duties of a Construction Inspector II.)

And

Education: Equivalent to graduation from college with major work in engineering or architecture.* (Additional qualifying experience may be substituted for the required education on the basis of two years of qualifying experience equaling one academic year of education.)

***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. If an applicant is not able to provide proof of education from a recognized institution at the time of hire, their name may be removed from the eligible list(s).**

SEE REVERSE FOR ADDITIONAL INFORMATION

DEPARTMENT OF GENERAL SERVICES ❖ OFFICE OF HUMAN RESOURCES
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ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a certificate in general building construction, inspection, or code enforcement from the: American Construction Inspector's Association; International Conference of Building Officials; Office of Statewide Health Planning and Development; other similar association or regulatory governmental organization; or current registration as an architect or engineer (civil, structural, mechanical, or electrical).

THE POSITION

This is a nonsupervisory position under direction, to do difficult work involved in the making of continuous inspections, supervision, and coordination of contract work for buildings and facilities under construction or alteration; and to do other related work. Positions are located throughout the state.

COMPETITION RESTRICTIONS

A candidate may be tested only once during any 12 month consecutive period. Applicants who are eliminated for not meeting the minimum qualifications may reapply when the entrance requirements are met. Unsuccessful competitors who do not attain a minimum rating of 70% must wait 12 months from the date of disqualification before reapplying. Successful competitors establishing list eligibility for 12 months are restricted from reapplying again during the 12 month eligibility period indicated on their notice of eligibility.

EXAMINATION INFORMATION

Performance Test – Weighted 60%
Qualifications Appraisal – Weighted 40%

This examination will consist of a **Performance Test** weighted 60% and a **Qualifications Appraisal Interview** weighted 40%. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained in each phase of the exam. **Competitors who do not appear for the interview will be disqualified.** Exams are held in Sacramento and Los Angeles. Additional locations will be scheduled if the need warrants.

SCOPE

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

A. **Knowledge of**:
1. Materials, methods, and processes used in the construction of wood, steel frame, masonry, and concrete buildings.
2. Work of the various building trades.
3. Various codes and safety order applicable to building construction.
4. Designing concrete mixes and proper methods of mixing, placing, and curing plain and reinforced concrete.
5. Mortar and grout mixes.
6. Methods of steel frame erection.
7. Reinforced concrete construction.
8. Forms and shoring.
9. Soils and soil compaction techniques.
10. Pile driving.
11. Structural engineering designs.
12. Plumbing, heating, ventilating, air-conditioning, and electrical work.

B. **Ability to**:
1. Detect poor quality building material and workmanship utilizing visual inspection with knowledge of industry standards, code requirements, and test results.
2. Read, understand, and detect deviations from plans and specifications by inspection.
3. Perform and interpret results from field tests.
4. Keep records of time and materials.
5. Calculate material quantities.
6. Analyze situations accurately and take effective action.
7. Prepare correspondence and write clear and comprehensive reports.

SPECIAL PERSONAL CHARACTERISTICS

Tact, keenness of observations; and physical stamina.

ELIGIBLE LIST INFORMATION

An OPEN STATEWIDE eligible list will be established for the Department of General Services. Names of successful candidates will be merged onto the list in order of final scores regardless of the date eligibility is established. Eligibility expires 12 months after it is established.

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.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

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.

CALIFORNIA DEPARTMENT OF GENERAL SERVICES ⌖ OFFICE OF HUMAN RESOURCES
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STREET ADDRESS: 707 3rd Street, 7TH Floor ⌖ West Sacramento, CA 95605

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
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