

**ASSOCIATE CONSTRUCTION ANALYST  
OPEN EXAMINATION – SPOT: SACRAMENTO**

**STATE OF CALIFORNIA  
DEPARTMENT OF GENERAL SERVICES**

**SALARY RANGE: \$7,039 - \$8,808  
FINAL FILING DATE: FEBRUARY 21, 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 SPOT: SACRAMENTO** 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. **FAXED or EMAILED APPLICATIONS WILL NOT BE ACCEPTED. Submit applications and Training & Experience Assessment (T&E) 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**

**EXPERIENCE:**

Three years of varied experience in the architectural planning, design, construction or estimating of major buildings, at least two years of which shall have been in the independent performance of work of average difficulty in any of the above fields. (Experience in the California state service to be applied toward this specialized requirement must have been in a class at a level of responsibility at least equivalent to an Assistant Estimator of Building Construction or an Architectural Assistant.)

**AND**

**EDUCATION:**

Equivalent to graduation from college preferably with major work in architecture, engineering or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**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.

**SEE REVERSE FOR ADDITIONAL INFORMATION**

**ASSOCIATE CONSTRUCTION ANALYST IQ30/4106 FINAL FILING DATE: February 21, 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, 7<sup>TH</sup> 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

**THE POSITION** Under direction, to perform responsible and complex construction analysis work in administering the State capital outlay program; and to do other related work.

**EXAMINATION INFORMATION****Training and Experience Assessment -- Weighted 100%**

This examination will consist of Training and Experience 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 SUBMITS THE TRAINING AND EXPERIENCE ASSESSMENT WILL BE DISQUALIFIED.**

**SCOPE**

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

**A. Knowledge of:**

1. Principles of planning and designing major public buildings and groups of buildings and architectural and building costs and materials.
2. Building codes.
3. State capital outlay procedures and budgeting.
4. Purposes, functions and construction programs of State agencies.
5. Structural and mechanical engineering as related to buildings.

**B. Ability to:**

1. Analyze construction programs and make appropriate recommendations.
2. Gather data, prepare reports and draw sound conclusions in the development of construction standards.
3. Establish and maintain cooperative relationships with those contacted in the work.
4. Speak and write effectively.

**ELIGIBLE LIST INFORMATION**

An **OPEN SPOT: SACRAMENTO** 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  
QUALIFICATIONS ASSESSMENT FOR:

**ASSOCIATE CONSTRUCTION ANALYST**

**GENERAL INSTRUCTIONS**

**Read instructions carefully**

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for **ASSOCIATE CONSTRUCTION ANALYST** 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" 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.

1. Additional instructions are provided on the following pages.
2. This examination enables you to apply for the **ASSOCIATE CONSTRUCTION ANALYST** 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 **ASSOCIATE CONSTRUCTION ANALYST**. 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)
- Address or Availability for Employment Changes (page 2)
- Minimum Qualifications (page 3)
- Work Experience (page 4 - 7)
- Knowledge, Skill, and Ability Assessment (pages 8 - 10)
- Preparation for Hiring Interview (page 11)
- Qualifications Assessment Return and Mailing Procedures (page 11)
- Affirmation Statement (page 11)

**YOUR COMPLETED QUALIFICATIONS ASSESSMENT MUST INCLUDE  
YOUR ORIGINAL SIGNATURE**

**AND  
MUST BE RECEIVED OR POSTMARKED BY:  
FEBRUARY 21, 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 FOR CALIFORNIA ARTS COUNCIL**

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:**

3400 SACRAMENTO COUNTY

**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

## MINIMUM QUALIFICATIONS

### EXPERIENCE:

Three years of varied experience in the architectural planning, design, construction or estimating of major buildings, at least two years of which shall have been in the independent performance of work of average difficulty in any of the above fields. (Experience in the California state service to be applied toward this specialized requirement must have been in a class at a level of responsibility at least equivalent to an Assistant Estimator of Building Construction or an Architectural Assistant.) **AND**

### EDUCATION:

Equivalent to graduation from college preferably with major work in architecture, engineering or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**WORK EXPERIENCE**

Under "Work Experience," for items #1 - #44, please indicate

**Frequency:**

- A. If you have performed this task within the last 5 years (*if not performed in last five years, leave blank*)
- B. How often you perform this task (*Please select one box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column*)

**AND**

**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, but only may select one box from each column.**

		Frequency					Length of Experience		
		A	B				C		
		Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	37+ Months	13 to 36 Months	0 to 12 Months
1.	Provide recommendations on funding, long range planning, and delivery methods, etc., in order to manage the implementation of projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Analyze various types of project scoping (leasing, special repair, and planning, etc.) in order to provide information and ensure compliance with client's organizational needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Provide recommendations in support of California Green Building Standards (CALGREEN) code and other Title 24 California Codes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Assist with the Leadership in Environmental and Energy Design (LEED) certification of projects using U.S. Green Building Council (USGBC) and LEED standards and guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Assist or/and conduct construction site visits to gather pertinent information for the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Gather data and information in order to define project scope for (architectural, planning and construction, etc.) utilizing various resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Evaluate data and information in order to define scope for (architectural, planning and construction, etc.) utilizing various resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Compile results of evaluations in report format in order to present findings.	<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.	Perform on-site inspections to ensure compliance with California building codes.	<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.	Coordinate reviews with State Fire Marshal, Division of the State Architect (DSA) access compliance, local building and planning department, Public Works Board, etc. of projects in order to meet regulations and codes by scheduling and attending meetings with representatives and/or consultants.	<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.	Coordinate projects with consultants in order to maintain timelines of schedule and quality control via telephone, e-mail, meetings, or other forms of communications.	<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.	Maintain cooperative team relations with consultants, program units and/or branches in order to have open communication during all project phases via telephone, e-mail, meetings, or other forms of communications.	<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," for items #1 - #44, please indicate

**Frequency:**

- A. If you have performed this task within the last 5 years (*if not performed in last five years, leave blank*)
- B. How often you perform this task  
(Please select one box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column)

**AND**

**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, but only may select one box from each column.**

		Frequency					Length of Experience		
		A	B				C		
		Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	37+ Months	13 to 36 Months	0 to 12 Months
13.	Prepare private and/or public works contracts for various leasing, planning, design special repair and building projects in accordance with company policies, procedures and standards.	<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.	Review documents (i.e. plans, specifications, contracts, environmental, etc.) for various leasing, planning, special repair and building projects to ensure compliance with applicable codes and standards utilizing various resources.	<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.	Prepare Request for Qualifications and/or Request for Proposals (RFQ/RFP) for various leasing, planning, special repair and building projects in order to obtain Private or Public Works contracts and consultant services including project description and consultant qualifications using program requirements, or client requests.	<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.	Review RFQ/RFP submittals for various leasing, planning, special repairs and building projects to verify in accordance with RFQ/RFP requirements using the consultant's proposals.	<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.	Prepare various written documents (e.g., policies, procedures, project, or status reports, etc.) in order to provide information and status by utilizing various computer software tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Prepare presentation materials (graph, power point, etc.) in order to detail project activities (i.e. scope, budget and schedule) as required by management, clients, and consultants using computer software tools for each assigned project.	<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.	Develop the scope of consultant's work for various leasing, planning, special repair and building projects in order to obtain consultant's fee for projects using program and/or organization requirements, or client requests.	<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.	Evaluate the scope, schedules or budget for various projects.	<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.	Manage project files, both electronic and paper copies (e.g., accounting correspondence, financial correspondence, design related materials, contracts, or construction).	<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.	Organize project teams (e.g., clients, in-house staff, consultants, and contractors, etc.) in order to define their roles and responsibilities by creating schedules, scopes of work, contract documents, project management plans and office procedures on computer software.	<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," for items #1 - #44, please indicate

**Frequency:**

- A. If you have performed this task within the last 5 years (if not performed in last five years, leave blank)
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**AND**

**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, but only may select one box from each column.**

		Frequency					Length of Experience		
		A	B				C		
		Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	37+ Months	13 to 36 Months	0 to 12 Months
23.	Manage project funding in order to complete projects within allocated funding by developing and managing project budgets using computerized accounting systems and/or standard industry accounting/budget software.	<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.	Prepare project schedules for various leasing, planning, special repair and building projects in order to track and facilitate the project using computer scheduling software.	<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.	Prepare project front end specifications of the contract documents (e.g., construction documents, plans, specifications, and project manual).	<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.	Compile bid documents (e.g., construction documents, plans & specifications, and project manual) for various projects.	<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.	Write advertisements for various leasing, planning, special repair and building projects (including project scope, location, estimated cost and required licenses) in order to solicit qualified lessors, construction contractors or design/build teams utilizing computer software tools for each assigned project.	<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.	Conduct a pre-bid and/or RFP meetings with potential lessors or contractors in order to provide them with information (e.g., scope of project, facility or site restrictions/conditions, or common bidder errors), to obtain qualified bids/proposals utilizing verbal and written 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"/>
29.	Coordinate on site walk-through meetings with potential lessors, contractors, clients, and interested parties in order to provide them with information (e.g., scope of project, facility or site restrictions/conditions, or common bidder errors), to enable the lessors or contractors to submit qualified bids/proposals, utilizing verbal and written 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"/>
30.	Prepare addenda's for various leasing, planning, special repair and building projects in order to clarify the contract requirements in response to bidders questions utilizing written 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"/>
31.	Prepare cost estimates in order to facilitate project approval and implementation of the contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	Conduct kick-off meetings for various leasing, planning, special repair and building projects in order to review the contract requirements outlining project individual roles and responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Frequency:**

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(Please select one box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column)

**AND**

**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, but only may select one box from each column.**

		Frequency					Length of Experience		
		A	B				C		
		Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	37+ Months	13 to 36 Months	0 to 12 Months
33.	Attend or conduct progress meetings for various leasing, planning, special repair and building projects to ensure minutes are taken and distributed timely to keep all parties informed.	<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.	Monitor the project schedules in order to ensure adherence to overall project schedule.	<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.	Prepare change orders/amendments for various leasing, planning, special repair and building projects in order to effectively complete the project in compliance with the terms and conditions of the contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	Prepare punch list (with clients, consultants and inspectors) to ensure contractor is in compliance with the contract by conducting a site survey.	<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.	Review operation and maintenance manuals, warranties, service agreements and contractor's as-built drawings in order to assure conformance with the contract at close out.	<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.	Perform regular reconciliation of the project in order to track expenditures, monitor the budget, and detect errors.	<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.	Prepare a project management plan for each assigned project in order to provide detailed project activities (i.e., scope, schedule and budget).	<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.	Update client on a regular basis in order to keep them informed of progress with the project.	<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.	Maintain a professional working relationship with all parties in order to represent the client's interests in all phases of the project.	<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.	Prepare formal presentations to inform client management and/or their executive staff about progress or significant events of the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43.	Present formal presentations to inform client management and/or their executive staff about progress or significant events of the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44.	Provide critical thinking to troubleshoot and problem solve in order to maintain scope, schedule and budget for project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT

For items #1 – #38, 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.**

		K S A L e v e l			
		Extensive Knowledge, Skill, or Ability	Moderate Knowledge, Skill, or Ability	Limited Knowledge, Skill, or Ability	No Knowledge, Skill, or Ability
1.	Knowledge of principles of real estate, planning, designing, managing, or constructing commercial buildings in order to develop solutions and budgets to meet organizational/program needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Knowledge of building codes and regulations to ensure appropriate design features are included in project planning, development, design or construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Knowledge of structural, electrical or mechanical engineering as related to building and construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Knowledge of architectural and building costs as related to building and construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Knowledge of building materials and products to ensure all alternatives are considered in project scope, cost and design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Knowledge of construction contract procedures, policies and laws to ensure proper acquisition of related services and deliverables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Knowledge of architectural and planning contract procedures, and laws to ensure proper acquisition of related services and deliverables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Knowledge of construction project management process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Knowledge of principals of Leadership in Environmental and Energy Design (LEED) and California Green Building Standards (CALGREEN) code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Knowledge of principals of project and/or construction scheduling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Intermediate skills to operate a calculator and computer in order to access, enter, update and retrieve information and provide accurate information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Skill to stand for extended periods of time at job sites.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For items #1 – #38, 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.

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**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.**

**K S A L e v e l**

		<b>K S A L e v e l</b>			
		<b>Extensive Knowledge, Skill, or Ability</b>	<b>Moderate Knowledge, Skill, or Ability</b>	<b>Limited Knowledge, Skill, or Ability</b>	<b>No Knowledge, Skill, or Ability</b>
13.	Skill to walk extended distances at job sites.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Skill to bend, stoop and kneel at job sites.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Skill to climb ladders or ships ladders at job sites.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Skill to use a digital camera.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Personal computer skills including but not limited to electronic mail, word processing, computer drafting software, desktop publishing, spreadsheet, graphics, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Ability to analyze projects and make recommendations to ensure appropriate scope, funding and priority are proposed for the projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Ability to gather data, identify and analyze alternatives, draw sound conclusions, and prepare reports to ensure cost effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Ability to develop and/or review specifications, drawings, cost estimates and contract documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Ability to speak and write effectively to provide clear concise information to different audiences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Ability to make effective verbal presentations using visual charts and analyze project situations and recommend a course of action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Ability to be a responsible team member and interact successfully with coworkers, private consultants/contractors and clients working together toward program goals and project completion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Ability to exercise a high degree of diplomacy, initiative, independence and originality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Ability to effectively handle stress and deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	Ability to effectively manage multiple and shifting priorities and projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For items #1 – #38, 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.

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

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

**K S A L e v e l**

		<b>K S A L e v e l</b>			
		<b>Extensive Knowledge, Skill, or Ability</b>	<b>Moderate Knowledge, Skill, or Ability</b>	<b>Limited Knowledge, Skill, or Ability</b>	<b>No Knowledge, Skill, or Ability</b>
27.	Ability to analyze situations accurately, make recommendations, and take effective action in the course of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Ability to effectively coordinate and manage projects to completion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Ability to adequately promote and be accountable for customer satisfaction and quality service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	Ability to initiate or recommend changes that promote innovative solutions to meet customer needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	Ability to effectively apply and interpret policies and regulations as they relate to organizational goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	Ability to effectively develop, review and/or analyze a project or construction schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	Ability to effectively negotiate with team members, clients or contractors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.	Ability to work in environments where there are loud noises, dust, fumes, odors and outdoor temperatures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.	Ability to effectively organize and file various paper and electronic project documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	Ability to effectively work in confined spaces, uneven surfaces or heights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.	Ability to work in front of computer workstation for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.	Ability to travel (car, airplane) and work overtime, as needed.	<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.

## QUALIFICATIONS ASSESSMENT RETURN AND MAILING PROCEDURES

**Do not attach any additional documents** to this Qualifications Assessment or send any forms/documents in advance as additional documents will not be rated. 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 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, **February 21, 2017**, 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 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**