

*****This is only a preview of the exam questions. To take the actual exam, please go back to the official bulletin, and click the exam link at the bottom.*****

In evaluating your knowledge, experience or training, use the following guidelines to rate yourself:

Please note: if a question is left blank it will be scored as “no knowledge, experience or training.”

Extensive knowledge, experience or training (6 or more years)

(I have applied this knowledge in an actual setting while performing a job and have supervised or trained others)

Moderate knowledge, experience or training (4-5 years)

(I have applied this knowledge in an actual setting while performing a job)

Limited knowledge, experience or training (1-3 years)

(I have education, experience, or training relevant to this knowledge, but have not applied it to an actual job)

No knowledge, experience or training (less than 1 year)

(I have little or no education, experience or training relevant to this knowledge)

Technical

How much knowledge, experience or training do you have in the following areas?

Architecture, architectural practice, details of planning and designing of public buildings, and group of buildings in order to design and review building projects.

<input type="checkbox"/> Extensive knowledge, experience or training
<input type="checkbox"/> Moderate knowledge, experience or training
<input type="checkbox"/> Limited knowledge, experience or training
<input type="checkbox"/> No knowledge, experience or training

Architectural and building materials in order to plan, design and review building projects.

<input type="checkbox"/> Extensive knowledge, experience or training
<input type="checkbox"/> Moderate knowledge, experience or training
<input type="checkbox"/> Limited knowledge, experience or training
<input type="checkbox"/> No knowledge, experience or training

Project budgeting and construction cost estimating at the conceptual, construction documents and construction phases.

<input type="checkbox"/> Extensive knowledge, experience or training
<input type="checkbox"/> Moderate knowledge, experience or training
<input type="checkbox"/> Limited knowledge, experience or training
<input type="checkbox"/> No knowledge, experience or training

Architectural and engineering systems and their related construction means and methods.

<input type="checkbox"/> Extensive knowledge, experience or training
<input type="checkbox"/> Moderate knowledge, experience or training
<input type="checkbox"/> Limited knowledge, experience or training
<input type="checkbox"/> No knowledge, experience or training

Investigation, mitigation and remediation of hazardous materials encountered during the design and construction of building modernization and renovation projects.

<input type="checkbox"/> Extensive knowledge, experience or training
<input type="checkbox"/> Moderate knowledge, experience or training
<input type="checkbox"/> Limited knowledge, experience or training
<input type="checkbox"/> No knowledge, experience or training

Structural, electrical, and mechanical engineering as related to buildings, specifically the California Administrative and Building Codes of Title 24, the Americans with Disability Act, and other pertinent laws and regulations associated with Access Compliance.

<input type="checkbox"/> Extensive knowledge, experience or training
<input type="checkbox"/> Moderate knowledge, experience or training
<input type="checkbox"/> Limited knowledge, experience or training
<input type="checkbox"/> No knowledge, experience or training

Principles and practices of energy efficiency, conservation and sustainable design, including Leadership in Energy and Environmental Design (LEED) rating systems and certifications.

<input type="checkbox"/> Extensive knowledge, experience or training
<input type="checkbox"/> Moderate knowledge, experience or training
<input type="checkbox"/> Limited knowledge, experience or training
<input type="checkbox"/> No knowledge, experience or training

Mathematical calculations, including arithmetic, algebra, geometry, trigonometry, calculus, statistics, and architectural/engineering applications to design, review and evaluate architectural and engineering calculations and designs.

<input type="checkbox"/> Extensive knowledge, experience or training
<input type="checkbox"/> Moderate knowledge, experience or training
<input type="checkbox"/> Limited knowledge, experience or training
<input type="checkbox"/> No knowledge, experience or training

Computer assisted drafting and design “CADD” software, applicable to design, presentations and construction documentation of buildings, sites and their components including but not limited to AutoCAD, 3D Viz, and similar applications.

<input type="checkbox"/> Extensive knowledge, experience or training
<input type="checkbox"/> Moderate knowledge, experience or training
<input type="checkbox"/> Limited knowledge, experience or training
<input type="checkbox"/> No knowledge, experience or training

Methods and techniques of design document quality assurance including but not limited to plan review and back check procedures, constructability review, analysis and coordination of technical information.

<input type="checkbox"/> Extensive knowledge, experience or training
<input type="checkbox"/> Moderate knowledge, experience or training
<input type="checkbox"/> Limited knowledge, experience or training
<input type="checkbox"/> No knowledge, experience or training

Methods and techniques of the Submittal Review process, Request for Information process (RFI), Change Order process, revisions and deferred approvals, payment request, punch list process, close-out procedures, etc., to manage the construction administration phase.

<input type="checkbox"/> Extensive knowledge, experience or training
<input type="checkbox"/> Moderate knowledge, experience or training
<input type="checkbox"/> Limited knowledge, experience or training
<input type="checkbox"/> No knowledge, experience or training

Manual or electronic review and comment of construction documents for compliance with the applicable codes and regulations.

<input type="checkbox"/> Extensive knowledge, experience or training
<input type="checkbox"/> Moderate knowledge, experience or training
<input type="checkbox"/> Limited knowledge, experience or training
<input type="checkbox"/> No knowledge, experience or training

Federal, State, and Local regulations and standards including but not limited to the Americans with Disabilities Act, California Building Code, Title 24, State Historical

Building Code, California Environmental Quality Act and other pertinent laws, regulations and standards, to perform functions essential to the practice of architecture.

<input type="checkbox"/> Extensive knowledge, experience or training
<input type="checkbox"/> Moderate knowledge, experience or training
<input type="checkbox"/> Limited knowledge, experience or training
<input type="checkbox"/> No knowledge, experience or training

Administrative

Methods of architectural and engineering organization and personnel management for the design and construction of building projects.

<input type="checkbox"/> Extensive knowledge, experience or training
<input type="checkbox"/> Moderate knowledge, experience or training
<input type="checkbox"/> Limited knowledge, experience or training
<input type="checkbox"/> No knowledge, experience or training

Structure and content of the English language, including the meaning and spelling of words, rules of composition, grammar and the principles of effective oral and written communications in a technical design setting to effectively communicate.

<input type="checkbox"/> Extensive knowledge, experience or training
<input type="checkbox"/> Moderate knowledge, experience or training
<input type="checkbox"/> Limited knowledge, experience or training
<input type="checkbox"/> No knowledge, experience or training

Computer software applicable to general office operations and project administrative functions including but not limited to Microsoft Office, Internet Explorer, Project Scheduler, review and editing software, etc.

<input type="checkbox"/> Extensive knowledge, experience or training
<input type="checkbox"/> Moderate knowledge, experience or training
<input type="checkbox"/> Limited knowledge, experience or training
<input type="checkbox"/> No knowledge, experience or training

Methods and techniques of managing the bidding process including but not limited to, Request for Information (RFI), addenda/clarification and evaluation of bids, etc., to complete the bidding phase of a project.

<input type="checkbox"/> Extensive knowledge, experience or training
<input type="checkbox"/> Moderate knowledge, experience or training
<input type="checkbox"/> Limited knowledge, experience or training
<input type="checkbox"/> No knowledge, experience or training

Leadership

Methods and techniques of managing a multidisciplinary project design team, including but not limited to meeting facilitation, dispute resolution, Critical Path Method (CPM) scheduling, consultant and construction contract administration, quality assurance and inspection, building commission and project closeout.

<input type="checkbox"/> Extensive knowledge, experience or training
<input type="checkbox"/> Moderate knowledge, experience or training
<input type="checkbox"/> Limited knowledge, experience or training
<input type="checkbox"/> No knowledge, experience or training

In evaluating your technical, administrative and leadership abilities to perform a task, please use the following guidelines to rate yourself:

Please note: if a question is left blank it will be scored as “I am not able to perform this task.”

I am able to do this independently
I am able to do this with general direction
I am able to do this with detailed guidance
I am not able to perform this task

Technical

Developing and analyzing comprehensive architectural designs and technical data in accordance with professional standards, responding to project scope and code requirements according to client/customer needs.

<input type="checkbox"/> I am able to do this independently
<input type="checkbox"/> I am able to do this with general direction
<input type="checkbox"/> I am able to do this with detailed guidance
<input type="checkbox"/> I am not able to perform this task

Analyzing situations accurately to identify an effective course of action needed to deliver completed work, services, and or deliverables.

<input type="checkbox"/> I am able to do this independently
<input type="checkbox"/> I am able to do this with general direction
<input type="checkbox"/> I am able to do this with detailed guidance
<input type="checkbox"/> I am not able to perform this task

Using mechanical drafting equipment such as scales, levels, triangles, templates, compass, various pens and pencils, etc., as needed to perform assigned tasks in a competent and professional manner.

<input type="checkbox"/> I am able to do this independently
<input type="checkbox"/> I am able to do this with general direction
<input type="checkbox"/> I am able to do this with detailed guidance
<input type="checkbox"/> I am not able to perform this task

Conducting work for an extended period in a variety of environments including but not limited to professional offices, existing buildings and construction sites, to complete assigned tasks within the defined scope, schedule and or budget.

<input type="checkbox"/> I am able to do this independently
<input type="checkbox"/> I am able to do this with general direction
<input type="checkbox"/> I am able to do this with detailed guidance
<input type="checkbox"/> I am not able to perform this task

Interpreting Federal, State, and Local regulations, standards, policies and procedures including but not limited to the Americans with Disabilities Act, California Building Standards Code, Title 24, State Historical Building Code, California Environmental Quality Act and other pertinent laws, regulations, standards and procedures , to perform functions essential to the practice of architecture.

<input type="checkbox"/> I am able to do this independently
<input type="checkbox"/> I am able to do this with general direction
<input type="checkbox"/> I am able to do this with detailed guidance
<input type="checkbox"/> I am not able to perform this task

Administrative

Reviewing, analyzing, interpreting and applying policies, procedures and regulations used to identify and record noncompliant code issues related to the accurate review and approval of construction documents.

<input type="checkbox"/> I am able to do this independently
<input type="checkbox"/> I am able to do this with general direction
<input type="checkbox"/> I am able to do this with detailed guidance

<input type="checkbox"/> I am not able to perform this task

Presenting information in response to questions/inquiries from client/customers, other regulatory agencies and the general public in graphic, oral and or written formats to effectively communicate project information.

<input type="checkbox"/> I am able to do this independently
<input type="checkbox"/> I am able to do this with general direction
<input type="checkbox"/> I am able to do this with detailed guidance
<input type="checkbox"/> I am not able to perform this task

Leadership

Solving problems in a productive, collaborative, rational and non-emotional manner using language and tone of voice that promotes respectful interpersonal relationships.

<input type="checkbox"/> I am able to do this independently
<input type="checkbox"/> I am able to do this with general direction
<input type="checkbox"/> I am able to do this with detailed guidance
<input type="checkbox"/> I am not able to perform this task

Handling multiple projects and tasks, exercising flexibility, coordination and time management methods to resolve project related issues.

<input type="checkbox"/> I am able to do this independently
<input type="checkbox"/> I am able to do this with general direction
<input type="checkbox"/> I am able to do this with detailed guidance
<input type="checkbox"/> I am not able to perform this task

Exercising professional judgment and assuming responsibility for actions taken, decisions made and resulting outcomes to ensure effective project administration.

<input type="checkbox"/> I am able to do this independently
<input type="checkbox"/> I am able to do this with general direction
<input type="checkbox"/> I am able to do this with detailed guidance
<input type="checkbox"/> I am not able to perform this task

Establishing and maintaining cooperative relations with those contacted in the course of work in order to foster on-going communications and effective project management in a professional manner.

<input type="checkbox"/> I am able to do this independently
<input type="checkbox"/> I am able to do this with general direction

<input type="checkbox"/> I am able to do this with detailed guidance
<input type="checkbox"/> I am not able to perform this task

Respectfully and professionally handle stressful situations when working with others to promote a positive work environment.

<input type="checkbox"/> I am able to do this independently
<input type="checkbox"/> I am able to do this with general direction
<input type="checkbox"/> I am able to do this with detailed guidance
<input type="checkbox"/> I am not able to perform this task

Using tact and diplomacy to gain the confidence and respect of public officials, architects, engineers, contractors, and others in connection with the planning, design and construction of facilities and buildings.

<input type="checkbox"/> I am able to do this independently
<input type="checkbox"/> I am able to do this with general direction
<input type="checkbox"/> I am able to do this with detailed guidance
<input type="checkbox"/> I am not able to perform this task

Effectively function as a proactive team leader using collaborative and cooperative efforts in order to provide direction, establish and meet team goals in a professional manner.

<input type="checkbox"/> I am able to do this independently
<input type="checkbox"/> I am able to do this with general direction
<input type="checkbox"/> I am able to do this with detailed guidance
<input type="checkbox"/> I am not able to perform this task

Directing the work of a group of architectural designers or project architects in order to facilitate the completion of the project.

<input type="checkbox"/> I am able to do this independently
<input type="checkbox"/> I am able to do this with general direction
<input type="checkbox"/> I am able to do this with detailed guidance
<input type="checkbox"/> I am not able to perform this task

In evaluating your training and or experience please use the following criteria to rate yourself:

Please note: if a question is left blank it will be scored as “no, experience or training.”

Extensive experience or training (6 or more years)

(I have applied this experience and training in an actual setting while performing a job and have supervised or trained others)

Moderate experience or training (4-5 years)

(I have applied this experience and training in an actual setting while performing a job)

Limited experience or training (1-3 years)

(I have experience and training, but have not applied it to an actual job)

No experience or training (less than 1 year)

(I have little or no experience or training)

How much, experience and or training do you have in the following areas?

Technical

Evaluating construction packages (plans, specifications, required forms, fees, etc.) for varied structural, access, and fire and life safety issues for completeness prior to formal plan review to ensure uniformity, consistency, and compliance with applicable codes and regulations.

<input type="checkbox"/> Extensive experience or training
<input type="checkbox"/> Moderate experience or training
<input type="checkbox"/> Limited experience or training
<input type="checkbox"/> No experience or training

Performing initial project planning through research, site assessments, feasibility studies and conceptual designs to produce documents for difficult and complex multi-building projects.

<input type="checkbox"/> Extensive experience or training
<input type="checkbox"/> Moderate experience or training
<input type="checkbox"/> Limited experience or training

<input type="checkbox"/> No experience or training
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Preparing final as-built drawings on the most difficult projects for accuracy and completeness utilizing the contractor's marked up drawings and plans.

<input type="checkbox"/> Extensive experience or training

<input type="checkbox"/> Moderate experience or training
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<input type="checkbox"/> Limited experience or training

<input type="checkbox"/> No experience or training
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Continuing education and training on new advances in design methods, technological advances and building code requirements.

<input type="checkbox"/> Extensive experience or training

<input type="checkbox"/> Moderate experience or training
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<input type="checkbox"/> Limited experience or training

<input type="checkbox"/> No experience or training
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Developing project drawings including but not limited to plot plans, floor plans, elevations and sections for the most difficult projects using AutoCad drafting software in accordance with generally accepted industry standards.

<input type="checkbox"/> Extensive experience or training

<input type="checkbox"/> Moderate experience or training
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<input type="checkbox"/> Limited experience or training

<input type="checkbox"/> No experience or training
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Providing expert assistance on projects that include historical or politically sensitive buildings and/or structures by applying personal experience and knowledge.

<input type="checkbox"/> Extensive experience or training

<input type="checkbox"/> Moderate experience or training
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<input type="checkbox"/> Limited experience or training

<input type="checkbox"/> No experience or training
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Resolving conflicts in the contract documents in a timely fashion utilizing the most effective communication methods (i.e., phone, e-mail, meetings, etc.) to assure project remains within the approved budget and schedule.

<input type="checkbox"/> Extensive experience or training

<input type="checkbox"/> Moderate experience or training
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<input type="checkbox"/> Limited experience or training

<input type="checkbox"/> No experience or training
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Conducting periodic on-site observations during the construction phase to assure project construction is consistent with the contract documents, within budget and on schedule through review of monthly payment requests, inspection reports, plans and specifications.

<input type="checkbox"/> Extensive experience or training
<input type="checkbox"/> Moderate experience or training
<input type="checkbox"/> Limited experience or training
<input type="checkbox"/> No experience or training

Administrative

Developing successful, comprehensive project submittal packages by utilizing knowledge of the plan review process and consulting with clients in person or via telephone as requested to ensure that submittal packages (plans, specifications, required forms, fees, etc.) are complete.

<input type="checkbox"/> Extensive experience or training
<input type="checkbox"/> Moderate experience or training
<input type="checkbox"/> Limited experience or training
<input type="checkbox"/> No experience or training

Coordinating the contracting process in order to obtain a successful bid by issuing bid documents, responding to request for information and issuing addenda, maintaining logs, performing pre-bid site inspections, and attending bid openings using organizational/ quality assurance/ plan-check skills, spreadsheet, word-processing, scheduling, and AutoCAD software.

<input type="checkbox"/> Extensive experience or training
<input type="checkbox"/> Moderate experience or training
<input type="checkbox"/> Limited experience or training
<input type="checkbox"/> No experience or training

Preparing written project correspondence on construction document deficiencies during the plan review phase for the architect, client, and others and identifying corrections necessary to comply with the applicable energy and building codes and regulations.

<input type="checkbox"/> Extensive experience or training
<input type="checkbox"/> Moderate experience or training
<input type="checkbox"/> Limited experience or training
<input type="checkbox"/> No experience or training

Selecting, managing and reviewing the work product of consultants by reviewing their proposals, conducting interviews, preparing contract requests, coordinating their work

and processing pay request using personal knowledge/experience, spreadsheet, word-processing, scheduling, and or CAD software.

<input type="checkbox"/> Extensive experience or training
<input type="checkbox"/> Moderate experience or training
<input type="checkbox"/> Limited experience or training
<input type="checkbox"/> No experience or training

Developing project management plans to assist the project team and client in understanding and controlling the projects scope, schedule and budget.

<input type="checkbox"/> Extensive experience or training
<input type="checkbox"/> Moderate experience or training
<input type="checkbox"/> Limited experience or training
<input type="checkbox"/> No experience or training

Approving invoices and applications for payment for the most difficult projects to accurately compensate consultants and contractors.

<input type="checkbox"/> Extensive experience or training
<input type="checkbox"/> Moderate experience or training
<input type="checkbox"/> Limited experience or training
<input type="checkbox"/> No experience or training

Leadership

Coordinating with staff and contractors to initiate, negotiate and issue change orders on the difficult and complex multi-building projects.

<input type="checkbox"/> Extensive experience or training
<input type="checkbox"/> Moderate experience or training
<input type="checkbox"/> Limited experience or training
<input type="checkbox"/> No experience or training

Acting as team leader for the architectural and engineering staff by coordinating and monitoring project activities based on complexity of projects and level of experience, to ensure timely completion of design documentation and deliverables.

<input type="checkbox"/> Extensive experience or training
<input type="checkbox"/> Moderate experience or training
<input type="checkbox"/> Limited experience or training
<input type="checkbox"/> No experience or training

Reviewing and assisting project staff with addenda, change orders and deferred approvals on the most difficult projects to ensure compliance with energy, building codes and regulations.

<input type="checkbox"/> Extensive experience or training
<input type="checkbox"/> Moderate experience or training
<input type="checkbox"/> Limited experience or training
<input type="checkbox"/> No experience or training

Negotiating professional service agreements and other types of project agreements for difficult and complex projects.

<input type="checkbox"/> Extensive experience or training
<input type="checkbox"/> Moderate experience or training
<input type="checkbox"/> Limited experience or training
<input type="checkbox"/> No experience or training