



Senior Architect
Departmental Promotional
Exam Code: 7TR09

Department: Caltrans
Bulletin Release Date: February 8, 2017
Final Filing Date: February 28, 2017
Monthly Salary: \$8,810.00 - \$11,026.00

INTRODUCTION

Caltrans is pleased to announce the posting of the **Senior Architect** examination. Employment from this examination will be offered in Sacramento County.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans 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.

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?

This is a Departmental Promotional examination for Caltrans. Applicants must be:

- 1) A permanent civil service appointment with Caltrans as of the final filing date in order to participate in the examination; or
- 2) Have been employed with Caltrans within the last three years, without a break in State civil service; or
- 3) A current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
- 4) A current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
- 5) A person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination. Once you have taken the examination, you may not reapply for twelve (12) months.

FILING INSTRUCTIONS

Candidates are required to submit a [Standard State Application](#) (STD.678).

Applications (STD. 678) must be received or postmarked no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked after the final filing date, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

***FILE BY MAIL:**

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

***FILE 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 Exam Services.**

POSITION STATEMENT

Incumbents, under general direction, create architectural plans and designs for buildings and groups of buildings which have difficult architectural problems; direct the work of design and planning teams.

ELIGIBLE LIST INFORMATION

A Departmental Promotional statewide eligible list will be established for Caltrans in Sacramento County. The list will be abolished 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://www.calhr.ca.gov/state-hr-professionals/Pages/3886.aspx>

MINIMUM QUALIFICATIONS

Either I

Two years of experience in California state service performing the duties of an Associate Architect or Architectural Project Production Analyst.

Or II

Experience: Five years of experience in an architectural office, at least three years of which shall have involved responsible planning and designing of major buildings.

and

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

EXAMINATION INFORMATION

This examination will consist of a Training & Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained. It is anticipated that the Training & Experience Evaluation will be mailed in March 2017.

NOTE: If conditions warrant, this examination may 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.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. The architectural science of designing transportation related buildings
2. The architectural practice of designing buildings including design and drafting as it applies to Caltrans
3. Planning public buildings and transportation related facilities
4. Renovation concepts of public buildings and transportation related facilities
5. Architectural materials
6. Materials relating to public buildings and transportation related facilities
7. Building material costs
8. Building codes as related to public buildings and transportation related facilities
9. Methods as related to public buildings and transportation related facilities
10. Structural engineering as related to public buildings and transportation related facilities
11. Electrical engineering as related to public buildings and transportation related facilities
12. Mechanical engineering as related to public buildings and transportation related facilities
13. Building construction costs
14. Resource management tools

15. Resource management strategies
16. Leadership in Energy and Environmental Design (LEED)
17. Zero Net Energy (ZNE)
18. Time management strategies to successfully complete assignments and deliver projects
19. State Fire Marshall review process
20. Computer applications including MS Office and Microstation
21. Caltrans policies and procedures
22. Water and wastewater engineering
23. Project team management
24. Communication protocols for internal and external customers and stakeholders
25. The American Disabilities Act
26. Site Inspection procedures

Ability to:

1. Make comprehensive architectural designs
2. Analyze comprehensive architectural designs
3. Present graphic information clearly and effectively
4. Present written information clearly and effectively
5. Analyze situations accurately
6. Adopt an effective course of action
7. Communicate verbally at a level necessary for proficient job performance
8. Communicate in writing at a level necessary for proficient job performance
9. Manage a team to successfully complete assignments and projects
10. Manage projects to successfully meet timelines and deadlines
11. Prioritize work
12. Meet timelines and deadlines
13. Manage resources
14. Work with various engineering disciplines
15. Perform site inspections

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated creative and artistic ability.

VETERANS' PREFERENCE

Veterans' Preference will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference.

CAREER CREDITS

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

CONTACT INFORMATION

For more information regarding this exam, please contact the examination analyst at (916) 227-7397.

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, local offices of the Employment Development Department, and the testing department on this job bulletin.

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.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. **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.