



SENIOR PROCUREMENT ENGINEER

Exam Code: 3GS49

Department: Department of General Services

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Senior Procurement Engineer (3393) – \$10,886 - \$13,625 per month.

View the [Senior Procurement Engineer](#) classification specification.

APPLICATION DEADLINES

Applications are accepted on a continuous basis. Cut-off-dates for processing are as follows:

September 29, 2023

December 29, 2023

March 29, 2024

June 28, 2024

Check back periodically as cut-off dates may be added in the future. Cut-off dates are subject to change or can be cancelled at any time. Such changes or cancellations will be in accordance with civil service laws and rules. Additionally, applications may be processed on a flow basis prior to the cut-off date to meet the hiring needs of the Department.

APPLICATION INSTRUCTIONS

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin by the cut-off date may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

How To Apply:

Applicants are required to submit a completed and signed (1) [State Application](#) (Std. Form 678) and (2) Training and Experience Evaluation (found at the end of this bulletin) for this examination either by mail, in person, or via email to the addresses listed below.

Via Email

DGSExams@dgs.ca.gov

The preferred method of application submittal is via email as it is the most **expeditious** method of communication.

By Mail

Department of General Services
Office of Human Resources
Attn: Recruitment and Examination Services Unit
P.O. Box 989052
West Sacramento, CA 95798-9052

In Person

Department of General Services
707 3rd Street, Lobby*
West Sacramento, CA 95605
Monday through Friday, 8:00 a.m. to 5:00 p.m. (excluding holidays)

*Visitors to the Department of General Services must be escorted at all times. Applicants must use the telephone provided in the Lobby to contact the Office of Human Resources at (916) 376-5400 OR email DGSExams@dgs.ca.gov to set up an appointment to drop off their application.

Do not submit applications to the California Department of Human Resources.

Applications with an original or electronic signature will be accepted.

Dates printed on mobile barcodes or equivalent mobile print technology shall not be considered postmarks and, as such, are not acceptable proof of the date an application was filed.

Applications MUST include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information MUST include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable). Applications received without this information may have delays in processing and/or may be rejected.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact the department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Senior Procurement Engineer

Either I

Two years of experience in the California state service performing the duties of an Associate Procurement Engineer.

Or II

Five years of responsible experience performing quality control inspection and testing in a large organization utilizing a wide variety of materials, equipment, and supplies and the development of standards and specifications for a wide variety of commodities comparable to those purchased by the State of California, three years of which must have been in direct support of a major centralized procurement function. **And**

Education: Equivalent to graduation from college with major work in engineering or one of the physical sciences. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.) (A Master's Degree in Engineering or one of the physical sciences may be substituted for the experience required for the Assistant Procurement Engineer level.)

Applicants using education to meet the minimum qualifications MUST provide a copy of their diploma, unofficial transcript, statement and/or evaluation from an accredited U.S. college/university with their Examination Application (Std. Form 678).

POSITION DESCRIPTION

Senior Procurement Engineer

This is the first supervisory level of the series. Under general direction, to plan, organize and direct a staff of engineers and analysts performing product and vendor evaluation, quality assurance research and testing, and specification and project standards development; or as a nonsupervisor, make procurement engineering studies and surveys of major statewide importance.

Positions exist in West Sacramento, Yolo County.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience (T&E) Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **T&E Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their exam results within four (4) weeks of the cut-off date.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Engineering mathematics, engineering fundamentals, methods of physical and chemical testing of raw and finished products.
2. Statistical methods of data reduction and presentation.
3. Sample methods by variance and attributes.
4. Testing methods, machines, and equipment used in chemical and physical measurement involving factors such as spectroscopy, viscometry, tensile strength, dielectric properties, dimensional tolerance and opacity, testing methods and limitations as to repeatability, accuracy, and reliability.
5. Purchasing standard and specification development, legal aspects of rejecting nonconforming purchases.
6. Uniform Commercial Code.
7. Basic principles of effective supervision and training.
8. Principles of personnel management and supervision.
9. Department's Equal Employment Opportunity (EEO) Program objectives.
10. A manager's role in the EEO Program and the processes available to meet EEO objectives.

Ability to:

1. Make engineering computations.
2. Analyze design capabilities of scientific equipment, determine compliance with written specifications and determine relevance of deviation from specifications with respect to utility, suitability, and usage.
3. Prepare accurate and concise reports.
4. Speak and write effectively.
5. Develop accurate and concise standards of specifications reflecting product suitability, adaptability, and utility of items in relation to their use.
6. Serve in a lead capacity over other technical personnel.
7. Plan, direct and coordinate a staff of engineers and analysts in performing quality control engineering and purchasing standards and specification development.
8. Direct research studies and investigations relating to quality control.
9. Supervise the preparation of accurate and concise standards of specifications reflecting product suitability, adaptability, and utility of items in relation to their use.
10. Supervise staff in the analysis and evaluation of the relative merits of competitive commodities and in designing uniform procedures for sampling and testing commodities to assure their conformance to specifications.
11. Supervise staff in preparing training materials on receiving point inspection methods and evaluating supplier capability.
12. Formulate methods and procedures to improve quality and reduce the number of rejected or inferior products.
13. Effectively contribute to the department's EEO objectives.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Senior Procurement Engineer** classification will be established for:

Department of General Services

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans' status is verified by the California Department of Human Resources (CalHR). Information on this program and the [Veterans' Preference Application](#) (Std. Form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

To streamline the examination process, please create a [CalCareer Account](#) with CalHR. A CalCareer Account is a one stop shop for taking civil service examinations, applying for state jobs, and provides storage and organization for your documents and communications stemming from job opportunities, all in a paperless format. To sign up for a CalCareer Account, or log in to your existing account, [Click here](#).

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TESTING DEPARTMENTS

Department of General Services

CONTACT INFORMATION

If you have any technical or administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Department of General Services
Office of Human Resources
Attn: Recruitment and Examination Services Unit
707 3rd Street
West Sacramento, CA 95605
Phone: (916) 376-5400

Email: DGSExams@dgs.ca.gov
California Relay Service: 7-1-1 (TTY and voice)

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

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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 State workplace. Any applicant for State employment will be expected to behave in accordance with this objective, because 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.

GENERAL INFORMATION

Examination and/or Employment Application (Std. Form 678) forms are available at CalHR, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, 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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

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 civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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) 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 in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education 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 competitor 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.

This bulletin cancels and supersedes all previously issued bulletins.



**SENIOR PROCUREMENT ENGINEER
Training and Experience Evaluation**

GENERAL INFORMATION

This Training and Experience (T&E) Evaluation will be used to measure your experience, training, and/or education relevant to this classification. It will ask you to rate yourself on the experience, training, and/or education that you will bring to the job with Department of General Services (DGS).

This T&E Evaluation is a scored component accounting for 100% of your score in this examination. To obtain a position on the eligible list, a minimum rating of 70% must be attained. It is important to complete the T&E Evaluation carefully and accurately. Your responses are subject to verification before appointment to a position. It is essential to **take your time and read all questions and responses carefully** before selecting your response.

The eligible list resulting from this examination will be used by DGS to fill our existing and/or future vacancies. A "Conditions of Employment" form is included in this T&E Evaluation that will allow you to select the location(s), tenure(s), and time base(s) that you are interested in working.

AFFIRMATION STATEMENT

I hereby certify and understand that the information provided by me on this examination is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand that if it is later determined that I have made any false or inaccurate representations in any of the information I have provided, I will be removed from the eligible 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. I also understand that I am solely responsible for the accuracy of the responses I provide.

Print Name _____

CalCareer ID #: _____ Email: _____

Cell Phone #: _____ Work Phone # _____

Signature _____ Date: _____

FILING INSTRUCTIONS

You are required to submit **this completed T&E Evaluation** as follows:

Via Email

DGSExams@dgs.ca.gov

*The preferred method of T&E submittal is via email as it is the most **expeditious** method of communication.*

By Mail

Department of General Services
Office of Human Resources
Attn: Recruitment and Examination Services Unit
P.O. Box 989052
West Sacramento, CA 95798-9052

In Person

Department of General Services
707 3rd Street, Lobby*
West Sacramento, CA 95605

**Visitors to the Department of General Services must be escorted at all times. Applicants must use the telephone provided in the Lobby to contact the Office of Human Resources at (916) 376-5400 OR email DGSExams@dgs.ca.gov to set up an appointment to drop off their application.*

TRAINING AND EXPERIENCE EVALUATION

INSTRUCTIONS: Read each statement carefully and select one option for each of the scales provided that best relates your experience. In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or unpaid.

1. Plan, assign, and monitor the work activities for fellow engineers and other staff to ensure quality, quantity, and support of procurement operations.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

2. Provide guidance and direction to fellow engineers and other staff to ascertain quality, quantity, and support of statewide procurement operations.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

3. Promote the organization's Equal Employment Opportunity (EEO) program by maintaining a work environment that is free from discrimination and harassment by utilizing various resources (e.g., Personnel Operations Manual, training, meetings.)

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

4. Prepare employee performance evaluations and probationary reports, using standard forms, to ensure compliance with organization's policies, procedures, and objectives.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

5. Provide feedback to employees on job performance to identify needed improvement through regular discussions, training, and/or constructive intervention in accordance with organization's policies and procedures.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

6. Provide coaching (e.g., one-on-one, group, formal training) to subordinate staff relating to job tasks to improve performance and productivity using interpersonal, mediation, and/or supervisory skills.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

7. Monitor and approve staff attendance, time spent on special projects, etc., to ensure compliance with organization's policies and procedures by utilizing the attendance/timekeeping database and other data management systems.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

8. Resolve disagreements and conflicts between staff members to achieve and/or maintain a cohesive, productive workplace using interpersonal, mediation, facilitation and/or supervisory skills.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

9. Participate in a wide variety of human resources activities (e.g., recruitment, hiring, promotions, testing, labor relations.)

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

10. Provide training to engineers and other staff to ensure knowledge and skills needed to effectively complete work assignments and compliance with applicable State, Federal, organization's laws, rules, regulations, and policies.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

11. Interpret and explain technical requirements for specifications, and standards test and evaluation to ensure compliance with California statutes, regulations, and policies using education, personal knowledge, experience, various manuals, etc.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

12. Obtain quality performance metrics for technical support activities to ensure the engineering unit contribution to the project workload is in control using data management systems, project review process, etc.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

13. Communicate and work cooperatively with stakeholders (e.g., management, senior supplier representatives, buyers) to resolve specification and/or product performance testing requirements.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

14. Interact with different supervisory levels within the organization to ensure cooperative and productive technical support service using interpersonal and communication skills, professionalism, and conflict resolution techniques.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

15. Lead and/or serve on internal and/or external project teams composed of client, buyer, and technical representatives to accomplish team/management goals and objectives in accordance with organization policies and procedures using best project management practices.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

16. Analyze and evaluate staffing needs to assist in maintaining the organization's skill set and knowledge base consistent with industry guidelines using staff analysis techniques (e.g., staff study template, essential function duty statements.)

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

17. Determine levels of skill set and knowledge base of individual staff to improve quality, performance, and expertise of employees using staff studies and training.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

18. Provide technical expertise to resolve disputes, protests, and/or conflicts to ensure compliance with organization policies and procedures, laws, rules, and regulations using interpersonal skills, education, experience.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

19. Develop programs for field inspection, sampling, testing, and evaluation of products to ensure functionality and to meet customer needs in accordance with State and federal laws, rules, and regulations, and departmental policies and/or guidelines.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

20. Implement inspection, sampling, testing, and evaluation procedures to ensure compliance with procurement specifications and commodity standards using quality control knowledge and procedures in accordance with State and federal laws, rules, and regulations, and organization policies and/or guidelines.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

21. Research industries and technologies to keep current with new developments using various publications, literature, internet resources or participation in independent projects.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

22. Prepare clear, concise, and accurate reports to management, customers, and/or staff to provide training, briefings, and recommendations.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

CONDITIONS OF EMPLOYMENT

Please mark the appropriate box(es) of your choice – you will not be offered a job in locations not marked.

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. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

TYPE OF EMPLOYMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "Any" if you are willing to accept any type of employment. 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.

- | | |
|--|--|
| <input type="checkbox"/> Any | |
| <input type="checkbox"/> Permanent, Full Time | <input type="checkbox"/> Limited Term, Full Time |
| <input type="checkbox"/> Permanent, Part Time | <input type="checkbox"/> Limited Term, Part Time |
| <input type="checkbox"/> Permanent, Intermittent | |

LOCATION(S) YOU ARE WILLING TO WORK

(0005) ANYWHERE IN THE STATE – if this box is marked, no further selection is necessary.

NORTHERN CALIFORNIA

- (3400) Sacramento (5700) Yolo

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

If you would like to change your address, phone number(s), email address, and/or locations and tenure/time base preferences, please log into your CalCareer Account, and click on the Eligibilities tab.