



## PRINCIPAL STRUCTURAL ENGINEER

**Exam Code: 3GS58**

**Department:** Department of General Services

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

### CLASSIFICATION DETAILS

**Principal Structural Engineer (3330) – \$14,527 - \$16,501 per month.**

View the [Principal Structural Engineer](#) classification specification.

### APPLICATION DEADLINES

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

**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](mailto: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 3<sup>rd</sup> 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](mailto: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.

**Principal Structural Engineer**

Possession of a valid certificate to use the title of "Structural Engineer" under the statutes regulating the practice of civil engineering in California. **And**

**Experience:** Five years of structural engineering experience in the performance of increasingly complex duties, one year of which shall have been comparable in responsibility to that of a Supervising Structural Engineer in the California state service. **And**

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

**Applicants possessing the required license/certificate at the time of application must show the number, title, and expiration date on their Examination Application (Std. Form 678).**

**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**

### **Principal Structural Engineer**

Under general direction to be responsible for the structural engineering work of an Area Office of the Structural Safety Section of the Office of the State Architect, in connection with the enforcement of the Earthquake Safety Laws and other State laws relating to design and construction of buildings; and to do other related work.

Positions exist statewide.

## **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. Strength of materials and structural analysis including both static and dynamic procedures.
2. Use and properties of the materials of building construction.

3. Standard specifications and building codes applying to building and other engineering structures.
4. Geotechnical problems applying to building design and construction.
5. Field inspection procedures of building construction.
6. Purposes, organization, and procedures of the Office of the State Architect particularly the Structural Safety Section.
7. Principles and techniques of personnel management and supervision.
8. Principles of effective office administration and organization.
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 technical investigations to determine structural safety of existing structures, particularly the capacity to resist lateral forces.
2. Make recommendations on structural features of proposed structures.
3. Review and judge the quality of office and field structural engineering.
4. Plan, organize, direct, coordinate, and evaluate the work of others.
5. Analyze situations accurately and adopt an effective course of action.
6. Draft proposed rules and regulations, prepare memoranda and technical reports and correspondence.
7. Effectively contribute to the Department's EEO objectives.

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Principal Structural 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 3<sup>rd</sup> Street  
West Sacramento, CA 95605

Phone: (916) 376-5400  
Email: [DGSExams@dgs.ca.gov](mailto: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 12<sup>th</sup> 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.



**PRINCIPAL STRUCTURAL 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](mailto: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 3<sup>rd</sup> 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](mailto:DGSExams@dgs.ca.gov) to set up an appointment to drop off their application.*

**TRAINING AND EXPERIENCE EVALUATION**

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

1. Manage the plan and field review activities and business services support for the office through subordinate supervisors to independently carry out the day-to-day operations of the organization.
  - A. Select one that best relates to the **length** of your experience performing this task.
    - 50 or more months
    - 37 to 49 months
    - 25 to 36 months
    - 13 to 24 months
    - 0 to 12 months
  - B. Select one that best relates to the **frequency** (how often) you performed this task.
    - Weekly
    - Monthly
    - Quarterly
    - Semi-Annually/Annually
    - Never



2. Oversee and authorize budget expenditures for the daily operations of the organization for an assigned geographical area.
- A. Select one that best relates to the **length** of your experience performing this task.
- 50 or more months
  - 37 to 49 months
  - 25 to 36 months
  - 13 to 24 months
  - 0 to 12 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Weekly
  - Monthly
  - Quarterly
  - Semi-Annually/Annually
  - Never
3. Identify and evaluate, with office supervisors and leads, workload to determine the need for consultant services using internal tracker and project scheduling databases.
- A. Select one that best relates to the **length** of your experience performing this task.
- 50 or more months
  - 37 to 49 months
  - 25 to 36 months
  - 13 to 24 months
  - 0 to 12 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Weekly
  - Monthly
  - Quarterly
  - Semi-Annually/Annually
  - Never

4. Negotiate scope, fees, and schedules for specific consultant contract amendments using the submitted plans and specifications.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

- Weekly
- Monthly
- Quarterly
- Semi-Annually/Annually
- Never

5. Manage consultant contracts to verify schedules are met and scope of work is completed in accordance with organization's policies and procedures and applicable regulations.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

- Weekly
- Monthly
- Quarterly
- Semi-Annually/Annually
- Never

6. Review the submittal of contractors' statement of qualifications to rank and select consultants for consulting services in accordance with organization's policies and procedures and applicable regulations.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

- Weekly
- Monthly
- Quarterly
- Semi-Annually/Annually
- Never

7. Identify staffing needs and coordinate resources to conduct the organization's operations.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

- Weekly
- Monthly
- Quarterly
- Semi-Annually/Annually
- Never

8. Plan and field review construction projects for public schools (K-12), community colleges, and state buildings to ensure compliance with the California Education, Governmental, and Health and Safety Codes.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

- Weekly
- Monthly
- Quarterly
- Semi-Annually/Annually
- Never

9. Assist in the development and establishment of building codes, and operational policies and procedures to ensure uniform and consistent interpretation and application of applicable statutes, regulations, policies, and procedures through consultation with internal organization, other staff, and external stakeholders as issues arise.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

- Weekly
- Monthly
- Quarterly
- Semi-Annually/Annually
- Never

10. Respond to inquiries, verbally and in writing, from school district personnel, architects, structural engineers, inspectors, contractors, owners, and others to advise them on the interpretation and application of the laws and regulations governing construction projects for California public schools (K-12), community colleges, and state buildings (e.g., Education Code (Field Act), Essential Services Building Act).

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

- Weekly
- Monthly
- Quarterly
- Semi-Annually/Annually
- Never

11. Meet with project architects, engineers, program and construction managers, state officials, school districts, and the public to discuss design and other issues related to construction projects.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

- Weekly
- Monthly
- Quarterly
- Semi-Annually/Annually
- Never

12. Evaluate staff performance and recommend appropriate action, including but not limited to merit salary adjustments and progressive discipline.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

- Weekly
- Monthly
- Quarterly
- Semi-Annually/Annually
- Never

13. Evaluate supervisor performance and guide them on the constructive intervention process to improve staff performance.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

- Weekly
- Monthly
- Quarterly
- Semi-Annually/Annually
- Never

14. Provide training identified in staff's annual Individual review plan for both technical and organization's subject matter through organization-sponsored and outside training opportunities.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

- Weekly
- Monthly
- Quarterly
- Semi-Annually/Annually
- Never

15. Assign organization's staff to evaluate the investigation of existing buildings and other structures for structural integrity and lateral load resisting ability, access compliance, fire and life safety, and mechanical, electrical, and plumbing code compliance.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

- Weekly
- Monthly
- Quarterly
- Semi-Annually/Annually
- Never

16. Perform emergency response duties for headquarters and organization facilities, in cooperation with California Office of Emergency Services procedures, to maintain services to stakeholders in accordance with the State Emergency Management System.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

- Weekly
- Monthly
- Quarterly
- Semi-Annually/Annually
- Never

17. Represent the organization by attending meetings and conferences as delegated by the State Architect or Deputy to the State Architect to provide updates and information to stakeholder groups.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

- Weekly
- Monthly
- Quarterly
- Semi-Annually/Annually
- Never



18. Maintain supervisory continuing education requirements to keep abreast of current methods by attending organization-sponsored or other training for supervisors.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

- Weekly
- Monthly
- Quarterly
- Semi-Annually/Annually
- Never

**KNOWLEDGE, SKILL, ABILITY (KSA) INSTRUCTIONS:** Read each statement carefully and select one option for the scale provided that best relates to your experience with the KSA. In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or unpaid.

19. Knowledge of strength of materials and structural analysis including both static and dynamic procedures at a general level to manage office operations.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

20. Knowledge of use and properties of the materials of building construction at a general level to manage office operations.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

21. Knowledge of codes and standards at a general level as applied to buildings and other facilities to manage office operations.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

22. Knowledge of geotechnical issues applying to facilities design and construction at general level to manage office operations.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

23. Knowledge of field inspection procedures and facility construction practices at general level to manage field oversight operations.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

24. Knowledge of codes and standards related to Structural Safety at general level to manage office operations.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

25. Knowledge of codes and standards related to Fire and Life Safety at general level to manage office operations.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

26. Knowledge of codes and standards related to accessibility at general level to manage office operations.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

27. Knowledge of purposes, organization, and procedures of the Division of the State Architect at professional level to manage office operations.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

28. Knowledge of principles and techniques of personnel management and supervision at a professional level to manage office operations.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

29. Knowledge of the Department's Equal Employment Opportunity Program objectives at a general level to meet the goals of providing a workplace free of discrimination.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

30. Ability to effectively contribute to Equal Employment Opportunity Program objectives to promote and make hiring and employment decisions at a professional level.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

31. Ability to make technical investigations to determine structural safety, fire and life safety, and accessibility of existing structures.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

32. Ability to make recommendations on structural, fire and life safety, and accessibility features of proposed structures.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

33. Ability to review and judge the quality of staff, consultant, and client work related to structural safety, fire and life safety, and accessibility.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

34. Ability to plan, organize, direct, coordinate, and evaluate the work of others at a professional level to ensure quality and timeliness of service to clients.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

35. Ability to analyze situations accurately and adopt an effective course of action to provide proper direction to staff and consultants in the performance of their responsibilities to ensure effective project delivery.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

36. Ability to draft proposed rules and regulations, and prepare memoranda, technical reports, and correspondence at a professional level for overall office operations and project delivery.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

37. Ability to effectively contribute to the department's Equal Employment Opportunity objectives to provide a workplace free of discrimination.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

38. Ability to deal with high profile and/or politically sensitive issues encountered at a professional level for overall office operations and project delivery.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

39. Ability to establish and maintain cooperative relations with internal and external stakeholders, the public, and other interest groups at a professional level to ensure the quality and consistency of contracts, agreements, and overall office operations and project delivery.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

40. Ability to utilize effective negotiation and interpersonal communication techniques at a professional level for overall office operations and project delivery.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

41. Ability to work under pressure of tight timelines and adapt to changes in priorities and other interruptions that may impact pre-established course of actions, at a professional level, for completion or progression of project delivery.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

42. Ability to act and/or make commitments at a professional level in a variety of situations and circumstances to accomplish project delivery.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

43. Ability to interpret and apply, at a professional level, rules, regulations, statutes, policies, and procedures (e.g., federal, State, DGS) as they relate to the implementation of project delivery.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.



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

- (3400) Sacramento
- (5700) Yolo

### CENTRAL CALIFORNIA COUNTIES

- (0100) Alameda

### SOUTHERN CALIFORNIA COUNTIES

- (1900) Los Angeles
- (3700) San Diego

## 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.