



# DIRECT CONSTRUCTION SUPERVISOR I

**Exam Code: 3GS59**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Continuous

## CLASSIFICATION DETAILS

**Direct Construction Supervisor I (4036) – \$7,675 - \$9,610 per month.**

View the [Direct Construction Supervisor I](#) 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.

### Direct Construction Supervisor I

#### Either I

Two years of experience performing duties equivalent to Supervisor of Building Trades or Restoration Supervisor I in California state service.

#### Or II

Five years' experience either:

1. As a California licensed general building or engineering contractor, supervising construction or alteration of major buildings, such as schools, hospitals or other large buildings; **or**
2. As a fulltime construction superintendent on such buildings. (Experience in California state service applied toward these requirements must include at least two years in a class at a salary level at least equivalent to Supervisor of Building Trades.) **and**

**Education:** Completion of the equivalent of 60 semester units of college courses with major work in architecture, engineering, or a related field. (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

### Direct Construction Supervisor I

Under the general direction of a Direct Construction Supervisor II, the Direct Construction Supervisor I is responsible for the supervision and coordination of all direct construction projects in a geographical area; and to do other related work.

## 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. Materials, methods, and processes required in the construction of wood, steel frame, masonry, and concrete buildings.
2. Work of the various building trades.
3. Various codes and safety orders applicable to building construction.
4. Construction contracting practices, including estimating, division of work, scheduling and organizing construction work.
5. Plumbing, heating and ventilating, and electrical work.
6. Principles of effective supervision.
7. The Department's Equal Employment Opportunity (EEO) Program objectives.
8. The supervisor's role in the EEO Program and the processes available to meet EEO objectives.

**Ability to:**

1. Read and understand construction plans and specifications.
2. Calculate material quantities.
3. Direct the work of others.
4. Prepare clear and comprehensive reports and correspondence.

## **ELIGIBLE LIST INFORMATION**

A servicewide, open eligible list for the **Direct Construction Supervisor I** classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) 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

State of California (all State of California departments)

## 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.

CalHR 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.



## DIRECT CONSTRUCTION SUPERVISOR I 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. Oversee personnel in the discussion and resolution of construction project matters.
  - A. Select one that best relates to the **length** of your experience performing this task.
    - 37 or more months
    - 24 to 36 months
    - 0 to 23 months
  - B. Select one that best relates to the **frequency** (how often) you performed this task.
    - Weekly
    - Monthly/Quarterly
    - Semi-Annually/Annually
    - Never
  - C. Have you performed this task within the last 5 years?
    - Yes
    - No

2. Oversee clients in the discussion and resolution of construction project matters.
- A. Select one that best relates to the **length** of your experience performing this task.
- 37 or more months
  - 24 to 36 months
  - 0 to 23 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Weekly
  - Monthly/Quarterly
  - Semi-Annually/Annually
  - Never
- C. Have you performed this task within the last 5 years?
- Yes
  - No
3. Oversee contractors in the discussion and resolution of construction project matters.
- A. Select one that best relates to the **length** of your experience performing this task.
- 37 or more months
  - 24 to 36 months
  - 0 to 23 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Weekly
  - Monthly/Quarterly
  - Semi-Annually/Annually
  - Never
- C. Have you performed this task within the last 5 years?
- Yes
  - No

4. Assist design professionals in the discussion and resolution of construction project matters.
- A. Select one that best relates to the **length** of your experience performing this task.
- 37 or more months
  - 24 to 36 months
  - 0 to 23 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Weekly
  - Monthly/Quarterly
  - Semi-Annually/Annually
  - Never
- C. Have you performed this task within the last 5 years?
- Yes
  - No
5. Coordinate with regulatory agencies in the discussion and resolution of matters on a construction project.
- A. Select one that best relates to the **length** of your experience performing this task.
- 37 or more months
  - 24 to 36 months
  - 0 to 23 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Weekly
  - Monthly/Quarterly
  - Semi-Annually/Annually
  - Never
- C. Have you performed this task within the last 5 years?
- Yes
  - No

6. Oversee planning, organization, and direction of activities concerned with the construction, repair, and maintenance of structures, facilities, and systems.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

7. Communicate with clients to understand their intended scope to accomplish and deliver projects timely, to code, on budget, and to the clients' satisfaction.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

8. Develop a project schedule to ensure the project moves forward in a logical and organized fashion utilizing accepted construction industry standards.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

9. Review project schedules developed by subordinate staff.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

10. Approve project schedules.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

11. Develop a project management plan to ensure the project moves forward in logical and organized fashion utilizing accepted construction industry standards.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

12. Review project management plans developed by subordinate staff for accuracy, budget, and scope.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

13. Approve project management plans.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

14. Train staff in the use of approved task and time scheduling programs such as Microsoft Project.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

15. Oversee labor staffing requirements based on specific project needs per mandated state labor codes and requirements to maintain adequate labor force on each construction project.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No



16. Conduct regular site visits to inspect and review projects to ensure compliance with Title 24 Building Standards, plans, specifications, and other regulatory agency requirements.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

17. Complete daily reports on the progress of construction projects.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

18. Review daily reports submitted by subordinate staff on the progress of construction projects.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

19. Request and prepare construction contracts.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

20. Negotiate changes and additions to contractual agreements with contractors and clients.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

21. Review invoice requests for accuracy.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

22. Approve invoice requests for payment.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

23. Ensure all necessary permits and licenses have been obtained prior to the start of construction as mandated by the jurisdiction of the responsible regulatory authority.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

24. Direct and supervise construction personnel in approved construction practices to ensure projects are on time, on budget, and to customer satisfaction.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

25. Train construction personnel in approved construction practices to ensure projects are completed with accuracy.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

26. Train staff to recognize workplace hazardous conditions and to comply with all state and federal Occupational Safety and Health Administration (OSHA) guidelines by conducting and documenting weekly safety training for staff.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

27. Assign projects to personnel based on their level of expertise, skill, and project workload.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

28. Review and approve purchase requests and/or service orders from team leaders to acquire materials and services for projects.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

29. Assist in the resolution of personnel issues by recommending appropriate actions to create a congenial and professional work environment.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

30. Write clear and concise reports to disseminate information to clients and/or interested parties to communicate job progress and/or fiscal status.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

31. Write clear and concise project-related correspondence to disseminate information to clients and/or interested parties to communicate job progress and/or fiscal status.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No



32. Review and approve time reports, requests for time-off, and daily reports.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

33. Reconcile labor reports on construction jobs to ensure accurate fiscal reporting of each project.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

34. Assist in the preparation and evaluation of cost estimates in part by performing a constructability review.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

35. Conduct pre-bid meetings on construction sites with contractors to prepare bid documents.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

36. Review applications from candidates being considered for casual labor.

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

- 37 or more months
- 24 to 36 months
- 0 to 23 months

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

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

C. Have you performed this task within the last 5 years?

- Yes
- No

**KNOWLEDGE, SKILL, AND 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.

37. Knowledge of materials, methods, and tools involved in the construction or repair of houses, buildings, or other structures and facilities.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

38. Knowledge of arithmetic, algebra and geometry, and their applications in construction.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

39. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar to facilitate written communication.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

40. Knowledge of principles and processes for providing clients with professional construction services.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

41. Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor requirements, and time reporting systems.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

42. Knowledge of effective supervision practices and techniques to plan, oversee, and direct the work activities of all subordinate employees to provide a professional work environment.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

43. Knowledge of the Equal Employment Opportunity (EEO) Program and the processes available to meet EEO objectives as it relates to the supervision and management of personnel.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

44. Knowledge of the contracting process to enter into Public Works contracts for materials or services from outside vendors, contractors or other state agencies to complete various constructions projects.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

45. Knowledge of corrective actions and progressive disciplinary techniques to provide effective, appropriate monitoring, coaching, and counseling of the work performance of subordinate staff.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

46. Knowledge of various building trade workers' discipline and skill levels to provide a competent, qualified construction workforce.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

47. Knowledge of California Building Code (Title 24) and industrial safety orders as they relate to the construction industry.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

48. Knowledge of word processing, spreadsheet, email, and calendaring software (e.g., Microsoft Word, Excel, Outlook) to prepare correspondence, reports, and procurement processes.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

49. Skill to review plans and specifications for constructability of a project.

A. Select one that best describes your experience with this KSA.

- Extensive Skill (I have applied this in an actual job setting.)
- Moderate Skill (I have performed this task but required general supervision.)
- Limited Skill (I have education and/or training or have minimally applied it to a job.)
- No Skill (I have no experience, education, or training.)

50. Skill to use mathematics to solve construction-related issues and ensure accurate construction dimensioning, quantity take-offs, and cost related considerations.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

51. Skill to operate a personal computer to prepare correspondence, reports, and procurement documents.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

52. Skill to use standard office equipment and machines including scanners, copy machines, telephones, and calculators.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

53. Skill to communicate effectively in writing as appropriate for the needs of the construction team.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

54. Skill to identify the best people for the job and direct selected trades workers appropriately to complete various construction projects on schedule, on budget, and to the client's satisfaction.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

55. Skill to oversee, direct, and evaluate the work of subordinate staff to ensure conformity to plans and specifications, and compliance with the California Building Code (Title 24) and various regulatory agencies.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)



56. Skill to delegate projects/assignments by determining the appropriate level of responsibility for subordinate employees.

A. Select one that best describes your experience with this KSA.

- Extensive Knowledge (I have applied this in an actual job setting.)
- Moderate Knowledge (I have performed this task but required general supervision.)
- Limited Knowledge (I have education and/or training or have minimally applied it to a job.)
- No Knowledge (I have no experience, education, or training.)

57. Ability to concisely communicate information and ideas orally to ensure direction is made clear to others.

A. Select one that best describes your experience with this KSA.

- Extensive Ability (I have applied this in an actual job setting.)
- Moderate Ability (I have performed this task but required general supervision.)
- Limited Ability (I have education and/or training or have minimally applied it to a job.)
- No Ability (I have no experience, education, or training.)

58. Ability to sequence construction tasks in a logical order for scheduling purposes.

A. Select one that best describes your experience with this KSA.

- Extensive Ability (I have applied this in an actual job setting.)
- Moderate Ability (I have performed this task but required general supervision.)
- Limited Ability (I have education and/or training or have minimally applied it to a job.)
- No Ability (I have no experience, education, or training.)

59. Ability to read and understand information and ideas presented in writing to avoid miscommunication.

A. Select one that best describes your experience with this KSA.

- Extensive Ability (I have applied this in an actual job setting.)
- Moderate Ability (I have performed this task but required general supervision.)
- Limited Ability (I have education and/or training or have minimally applied it to a job.)
- No Ability (I have no experience, education, or training.)

60. Ability to monitor and review information from inspectors, clients, daily job reports, and subordinates to assess project status.

A. Select one that best describes your experience with this KSA.

- Extensive Ability (I have applied this in an actual job setting.)
- Moderate Ability (I have performed this task but required general supervision.)
- Limited Ability (I have education and/or training or have minimally applied it to a job.)
- No Ability (I have no experience, education, or training.)

61. Ability to inspect structures and materials to ensure compliance with codes, standards, plans, and specifications.

A. Select one that best describes your experience with this KSA.

- Extensive Ability (I have applied this in an actual job setting.)
- Moderate Ability (I have performed this task but required general supervision.)
- Limited Ability (I have education and/or training or have minimally applied it to a job.)
- No Ability (I have no experience, education, or training.)

62. Ability to communicate appropriately and professionally with all persons on the project team.

A. Select one that best describes your experience with this KSA.

- Extensive Ability (I have applied this in an actual job setting.)
- Moderate Ability (I have performed this task but required general supervision.)
- Limited Ability (I have education and/or training or have minimally applied it to a job.)
- No Ability (I have no experience, education, or training.)

63. Ability to estimate sizes, distances, and quantities.

A. Select one that best describes your experience with this KSA.

- Extensive Ability (I have applied this in an actual job setting.)
- Moderate Ability (I have performed this task but required general supervision.)
- Limited Ability (I have education and/or training or have minimally applied it to a job.)
- No Ability (I have no experience, education, or training.)

64. Ability to determine time, costs, resources, labor, and materials needed to complete a construction activity.

A. Select one that best describes your experience with this KSA.

- Extensive Ability (I have applied this in an actual job setting.)
- Moderate Ability (I have performed this task but required general supervision.)
- Limited Ability (I have education and/or training or have minimally applied it to a job.)
- No Ability (I have no experience, education, or training.)

65. Ability to develop, train, and provide training programs and presentations to staff to ensure uniform standards.

A. Select one that best describes your experience with this KSA.

- Extensive Ability (I have applied this in an actual job setting.)
- Moderate Ability (I have performed this task but required general supervision.)
- Limited Ability (I have education and/or training or have minimally applied it to a job.)
- No Ability (I have no experience, education, or training.)

66. Ability to read, understand, and interpret construction plans and specifications to complete construction projects on schedule, on budget, and to the client's satisfaction.

A. Select one that best describes your experience with this KSA.

- Extensive Ability (I have applied this in an actual job setting.)
- Moderate Ability (I have performed this task but required general supervision.)
- Limited Ability (I have education and/or training or have minimally applied it to a job.)
- No Ability (I have no experience, education, or training.)

67. Ability to perform multiple tasks and work on projects of varying complexity simultaneously to maintain appropriate control and oversight of tasks/projects completed.

A. Select one that best describes your experience with this KSA.

- Extensive Ability (I have applied this in an actual job setting.)
- Moderate Ability (I have performed this task but required general supervision.)
- Limited Ability (I have education and/or training or have minimally applied it to a job.)
- No Ability (I have no experience, education, or training.)

## 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 | <input type="checkbox"/> Limited Term, 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

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> (0400) Butte     | <input type="checkbox"/> (2300) Mendocino     | <input type="checkbox"/> (4500) Shasta   |
| <input type="checkbox"/> (0600) Colusa    | <input type="checkbox"/> (2500) Modoc         | <input type="checkbox"/> (4600) Sierra   |
| <input type="checkbox"/> (0800) Del Norte | <input type="checkbox"/> (2800) Napa          | <input type="checkbox"/> (4700) Siskiyou |
| <input type="checkbox"/> (0900) El Dorado | <input type="checkbox"/> (2900) Nevada        | <input type="checkbox"/> (4900) Sonoma   |
| <input type="checkbox"/> (1100) Glenn     | <input type="checkbox"/> (3100) Placer        | <input type="checkbox"/> (5100) Sutter   |
| <input type="checkbox"/> (1200) Humboldt  | <input type="checkbox"/> (3200) Plumas        | <input type="checkbox"/> (5200) Tehama   |
| <input type="checkbox"/> (1700) Lake      | <input type="checkbox"/> (3400) Sacramento    | <input type="checkbox"/> (5300) Trinity  |
| <input type="checkbox"/> (1800) Lassen    | <input type="checkbox"/> (3800) San Francisco | <input type="checkbox"/> (5700) Yolo     |
|   | <input type="checkbox"/> (3900) San Joaquin   | <input type="checkbox"/> (5800) Yuba     |

### CENTRAL CALIFORNIA COUNTIES

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> (0100) Alameda      | <input type="checkbox"/> (1500) Kern     | <input type="checkbox"/> (4000) San Luis Obispo |
| <input type="checkbox"/> (0200) Alpine       | <input type="checkbox"/> (1600) Kings    | <input type="checkbox"/> (4100) San Mateo       |
| <input type="checkbox"/> (0300) Amador       | <input type="checkbox"/> (2000) Madera   | <input type="checkbox"/> (4300) Santa Clara     |
| <input type="checkbox"/> (0500) Calaveras    | <input type="checkbox"/> (2100) Marin    | <input type="checkbox"/> (4400) Santa Cruz      |
| <input type="checkbox"/> (0700) Contra Costa | <input type="checkbox"/> (2200) Mariposa | <input type="checkbox"/> (4800) Solano          |
| <input type="checkbox"/> (1000) Fresno       | <input type="checkbox"/> (2400) Merced   | <input type="checkbox"/> (5000) Stanislaus      |
| <input type="checkbox"/> (1400) Inyo         | <input type="checkbox"/> (2600) Mono     | <input type="checkbox"/> (5400) Tulare          |
|  | <input type="checkbox"/> (2700) Monterey | <input type="checkbox"/> (5500) Tuolumne        |

**SOUTHERN CALIFORNIA COUNTIES**

- (1300) Imperial
- (1900) Los Angeles
- (3000) Orange
- (3500) San Benito
- (3300) Riverside
- (3600) San Bernardino
- (3700) San Diego
- (4200) Santa Barbara
- (5600) Ventura

**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.