



## OFFICE BUILDING MANAGER III

**Exam Code: 3GS40**

**Department:** Department of General Services

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

### CLASSIFICATION DETAILS

**Office Building Manager III (6672) – \$7,391.00 - \$9,185.00** per month.

View the [Office Building Manager III](#) classification specification.

### APPLICATION DEADLINES

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

**September 29, 2023**

**December 29, 2023**

**March 29, 2024**

**June 28, 2024**

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

### APPLICATION INSTRUCTIONS

#### **Who Should Apply:**

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

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

#### **How To Apply:**

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

## **Via Email**

[DGSExams@dgs.ca.gov](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.

### **Office Building Manager III**

#### **Either I**

In the California state service, either:

1. One year of experience performing the duties of an Office Building Manager II. **Or**
2. Two years of experience performing the duties of an Office Building Manager I.

#### **Or II**

Four years of progressively responsible building management experience, one year of which shall have involved the supervision of a large office, institutional building, or group of buildings of at least 300,000 square feet, involving public contacts and responsibility for a large maintenance and custodial staff.

### **POSITION DESCRIPTION**

#### **Office Building Manager III**

Under general direction, to plan the work and direct a large staff engaged in the maintenance, custodial operations, upkeep, and other services for the State-owned or occupied buildings and grounds in a major metropolitan building area; 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. Methods used in caring for a group of large public buildings and grounds.
2. Modern methods of heating, lighting, and ventilating large buildings.
3. Repair and operation of various types of building equipment.
4. Materials and supplies used in construction, alteration, and maintenance of buildings and grounds and methods used in requisitioning, receiving, checking, storing, and issuing them.

5. Requirements, methods, and practices of the common trades and crafts.
6. Methods and practices of custodial operations in large office buildings.
7. Principles of personnel management and effective supervision and delegating work programs to subordinates and following up on their compliance.
8. Department's Equal Employment Opportunity (EEO) program
9. A manager's role in the EEO program and the processes available to meet EEO objectives.

**Ability to:**

1. Read and write English at a level required for successful job performance.
2. Delegate work programs to subordinates and follow up on their compliance.
3. Maintain discipline over a large maintenance, repair, and custodial staff.
4. Read and interpret plans, drawings, and specifications.
5. Estimate the cost of materials and labor involved in making alterations.
6. Plan maintenance schedules.
7. Prepare reports and budget recommendations.
8. Resolve controversial situations in connection with work responsibilities, space allocations and relations with others.
9. Analyze situations accurately and take effective action.
10. Effectively contribute to the department's EEO objectives.

## **ELIGIBLE LIST INFORMATION**

A departmental, open eligible list for the **Office Building Manager III** 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.



**OFFICE BUILDING MANAGER III  
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.** In order 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** 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**

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

1. Assist and/or oversee a building and property management program to maintain buildings and grounds, of 100,000 square feet, to deliver effective high-quality services to building occupants/customers.
  - A. Select one that best relates to the **length** of your experience performing this task.
    - 60 or more months
    - 24 to 59 months
    - 0 to 23 months
  - B. Select one that best relates to the **frequency** (how often) you performed this task.
    - Daily/Weekly
    - Monthly/Quarterly
    - Semi-Annually/Annually
    - Never

2. Plan and/or direct the work of various staff (e.g., supervisors, trades/crafts, custodians, administrative personnel) engaged in maintenance and repair services including but not limited to custodial services (e.g., floor care and restroom program, route assignments), grounds care, trades/crafts, security/guard, automation systems, structural systems, and interior finishes.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

3. Prepare and review plans and specifications for estimates, changes, modifications, and alterations of building operations and systems.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

4. Develop and maintain a comprehensive maintenance program to ensure preservation of investment in real property and equipment.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

5. Document significant building events for tracking purposes.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

6. Prepare and review various forms (e.g., collections, deposit control notices, requisitions, work orders, purchase orders, SCIF/Workers' Compensation forms, personnel forms, incident reports, timesheets).

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

7. Take corrective action to improve employee performance using various methods and/or techniques (e.g., Adverse Action, Counseling Memorandum, verbal warnings.)

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

8. Document employee performance for the purpose of coaching, counseling, and disciplinary action.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

9. Coach subordinate staff on the tasks of the job to improve performance and productivity.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

10. Resolve verbal disagreements, conflicts, and/or disputes using interpersonal, mediation, facilitation, and/or supervisory skills to achieve and maintain a cohesive, productive workforce.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

11. Ensure staff participate in various training (e.g., job performance, upward mobility, mandated.)

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

12. Assist in the preparation and/or implementation of Emergency Response Plans, Disaster Recovery and Business Resumption Plans, HazMat Business Plans, HazWaste Manifests, and other reports required by code to protect the health and safety of workers, building tenants, and the public under emergency situations.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

13. Oversee and/or conduct health and safety meetings, inspections, and training.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

14. Attend training classes and/or conferences to maintain current knowledge of personnel-related issues, hazardous materials, environmental safeguards, new innovations/technology, safety, and/or building codes.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

15. Monitor expenditures utilizing past fiscal trends to ensure appropriate spending, operating, and personnel expense budgets (e.g., PY hours, equipment, supplies.)

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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



16. Assist management in the planning, designing, space alterations, cleaning frequency plans, and construction-related activities in managed buildings to promote quality service to customers.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

17. Promote and maintain cooperative team and/or public relations with others (e.g., contractors, building staff, tenants, public) to fulfill strategic plans and goals.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

18. Promote and/or implement energy conservation practices through new technology, HVAC, lighting, and/or water conservation by taking corrective action and reporting problems to management to save energy, resources, and costs.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

19. Promote mandates in the workplace about safety, security, Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), and other personnel practices as defined by regulatory agencies and established guidelines/policies to ensure a discrimination-free and a safe work environment.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

20. Promote and ensure customer satisfaction for staff, tenants, and public through quality service by monitoring and overseeing service delivery to achieve goals.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

21. Assist and oversee a building and property management program to maintain buildings and grounds, of 150,000 square feet or more, to deliver effective high-quality services to building occupants/customers.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

22. Supervise necessary changes, modifications, and/or alterations to ensure preservation of investment in real property.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

23. Respond to emergency calls (e.g., power outages, flooding, fire, vandalism) for building preservation and public, tenant, and employee health and safety.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

24. Complete and provide updates to internal environmental safety program records to maintain a safe and healthy environment for the benefit of all employees and the public in compliance with laws and regulations of the Occupational Safety and Health Administration (OSHA), Safety Training (AB2189), Injury and Illness Prevention Guidelines (IIPP and SB 298), and Workers' Compensation (Title 8 and SB 198).

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

25. Ensure appropriate staff is asbestos and lead trained and/or medically certified to protect the health and safety of workers and building tenants/public while working in and around asbestos containing materials in accordance with local, State, and federal laws, rules, and regulations.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

26. Direct inventorying, requisitioning, receipt and distribution of supplies, tools, and equipment to accomplish procurement goals and objectives (e.g., small/disabled business, micro business, recycle).

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

27. Ensure delivery of new and existing construction and equipment warranties and related systems by formal and timely written notice to contractors/vendors when corrections are needed to ensure building and associated systems are operating at or above design specifications in accordance with contract language.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

28. Assist in the development of sustainable building practices and plans including but not limited to energy management policies, use of green products, Integrated Pest Management (IPM), and contracts for services to establish routine sustainable practices.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

29. Direct office administrative operations pursuant to respective management unit responsibilities to ensure proper records management, invoice submittal for payments, and management unit reporting.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

30. Oversee building and property management program services to maintain buildings and grounds of 300,000 square feet or more to deliver effective high-quality services to occupant/customers.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

31. Ensure the promotion and implementation of energy conservation practices being provided through new technology to save energy, resources, and costs in accordance with local, State, and federal laws, rules, and regulations; and/or Governor's Executive Orders.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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



32. Promote and provide a safe and healthy working environment for staff and occupants by conducting or ensuring the delivery of safety meetings, quarterly safety inspections, internal environmental safety training, internal environmental safety inspections, and posting OSHA requirements.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

33. Direct staff in the performance of annual asbestos awareness training to provide a quality environment and distribute annual asbestos notifications to tenants and employees.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

34. Understand and keep current on existing and newly authorized health, safety, and building codes to meet local, State and federal rules, laws, codes, and regulations.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

35. Seek consultation and assistance from entities such as internal environmental safety programs OSHA and EPA to efficiently maintain a healthy and safe work environment for employees, tenants, and the public.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

36. Monitor contractors to ensure quality control of building standards and to preserve investment in real property.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

37. Act as the primary point of control within the building for planning, design, space alteration, and construction related activities.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

38. Respond promptly to emergencies, maintaining a team environment, to assess personnel, tenant, and public health and safety, evaluate overall damage caused by emergency event(s), and mitigate damage to buildings in accordance with the disaster recovery plan.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

39. Implement human resources policies to hire and supervise personnel in compliance with regulatory agencies, Federal Labor Laws, and Equal Employment Opportunity policies.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

40. Participate proactively in resolving project discrepancies to maintain timeliness of schedule and quality control.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

41. Administer and maintain the health and safety programs and/or building systems to comply with local, State, and federal laws and regulations; including but not limited to air toxins, emissions, CFC's (AB 2588); asbestos (AB 3713); PCBs, pesticides, hazardous wastes (AB2189); safety training under the Injury and Illness Prevention Program (Title 8 and SB 198), lead notification, etc.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

42. Prepare and implement Emergency Response Plans, Disaster Recovery and Business Resumption Plans, HazMat Business Plans, HazWaste Manifests, and other reports required by code to protect the health and safety of workers, building tenants, and the public.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

43. Prepare the unit's annual budget to ensure sound fiscal management.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

44. Prepare the Special Repairs and Improvement Plans to project expenditures needed to maintain building operations, design specifications, promote energy conservation, building improvements, and ADA specifications.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

## CONDITIONS OF EMPLOYMENT

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

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

## TYPE OF EMPLOYMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "Any" if you are willing to accept any type of employment. If all are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent, Full-Time positions.

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

## LOCATION(S) YOU ARE WILLING TO WORK

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

### NORTHERN CALIFORNIA COUNTIES

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

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> (1300) Imperial    | <input type="checkbox"/> (3500) San Benito    | <input type="checkbox"/> (3600) San Bernardino |
| <input type="checkbox"/> (1900) Los Angeles | <input type="checkbox"/> (3800) San Francisco | <input type="checkbox"/> (3700) San Diego      |
| <input type="checkbox"/> (3000) Orange      | <input type="checkbox"/> (3900) San Joaquin   | <input type="checkbox"/> (4200) Santa Barbara  |
|   | <input type="checkbox"/> (3300) Riverside     | <input type="checkbox"/> (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.