



## **DIRECT CONSTRUCTION SUPERVISOR II**

**Exam Code: 4GS01**

**Department:** State of California  
**Exam Type:** Servicewide, Open  
**Final Filing Date:** Continuous

### **CLASSIFICATION DETAILS**

**Direct Construction Supervisor II (4038) – \$9,622 - \$11,952 per month.**

View the [Direct Construction Supervisor II](#) classification specification.

### **APPLICATION DEADLINES**

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

**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 **six (6) 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 II

#### Either I

Two years of experience performing the duties of a Direct Construction Supervisor I, Construction Supervisor I, Restoration Supervisor II, or Construction Office Manager I in the California state service.

#### Or II

Five or more years' experience as a contractor or superintendent in full-time direction of craft supervisors involved with several major crafts engaged in construction or alteration of major buildings, such as schools, hospitals, or other large buildings; pre-bid planning methods, and estimating time and material cost; ordering equipment and materials. At least two years shall have been in charge of multiple projects in multiple locations for a contractor or a large construction firm; **And**

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

**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 II

Under general direction of a Direct Construction Supervisor III, the Direct Construction Supervisor II is responsible for supervision and coordination of all direct construction projects statewide; and does 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 involved 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 II** 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 II 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**

**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. Administer project funding to complete projects within budget.
  - 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

2. Analyze contractor's initial schedule of values/cost-loaded construction schedule to ensure it meets contract 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
3. Analyze proposed change orders to determine the potential impact to the project (e.g., schedule, budget, deliverables, client programs, moving or leasing agreements, performance criteria.)
- 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

4. Approve progress payments.

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

5. Authorize change orders in compliance with terms and conditions of a contract.

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

6. Conduct pre-bid conferences to manage the bid process.
- 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
7. Conduct pre-construction meetings to outline internal staff and contractor's roles and responsibilities during construction, clarify the contract requirements, and administer deliverables and tasks.
- 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

8. Coordinate with contract staff and legal counsel to develop, award, and execute various contracts required for the implementation of a 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

9. Coordinate with interdisciplinary team members to ensure compliance with construction project scope, schedule, and budget.

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

10. Coordinate with utility representatives and project team members to manage the utility elements (e.g., design requirements, connection fees, scheduling, installation, inspections) of 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

11. Develop a Request for Proposal (RFP) for 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

12. Develop a Request for Qualifications (RFQ), including advertisement, project description, and consultant qualifications, to obtain consultant 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

13. Develop a schedule of values, scope of work, and budget for a program/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

14. Develop a scope of work for specialty consultants for ancillary services (e.g., inspections, material testing) to ensure quality control for contractor's work.

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

15. Develop bid documents to specify requirements for bidding and contract performance.

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



16. Develop the scope of proposed change orders to determine the potential impact to the project (e.g., schedule, budget, deliverables, client programs, moving or leasing agreements, performance criteria.)

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

17. Coordinate with appropriate staff and consultants, respond to public concerns, and monitor mitigation measures to ensure compliance with the California Environmental Quality Act (CEQA) during construction.

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

18. Evaluate the qualifications submitted by the Request for Qualifications' respondents to determine the most qualified consultants for interviews.

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

19. Lead construction progress meetings to ensure project objectives are met, minutes are taken and distributed timely, and all parties are kept aware of the status of the 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

20. Manage accounting and financial correspondence.

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

21. Manage and/or coordinate the work of the construction team, managers, inspectors, and engineers to ensure successful completion of the 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

22. Manage code compliance, legislative statutes, and administrative requirements (e.g., Government Code, Public Contract Codes, Public Resource Code, State Budget Act) by researching and implementing all applicable elements into a 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

23. Manage construction and design contracts, both electronic and hard copy.

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

24. Manage construction schedules to adhere to the overall project schedule.

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

25. Obtain client approvals, funding authorization, and other regulatory approvals to manage the construction process.

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

26. Review and comment on documents, such as work orders, scopes of work, project specifications, addendums, and bid documents to manage the construction process.

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

27. Establish a bid schedule to manage the construction process.

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

28. Manage the preparation and completion of the punch list items to ensure compliance with contract terms and conditions.

C. 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

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

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

29. Manage the processing of Requests for Information (RFI) and submittals to ensure team members provide appropriate and timely response.

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

30. Manage the quality assurance/quality control process (e.g., design review, constructability review, materials testing, commissioning, inspections).

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

31. Monitor the progress of construction contracts to ensure compliance.

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



32. Respond to bidder's questions to clarify contract requirements and manage the bid process.

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

33. Review and approve contract deliverables.

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

34. Review documents prepared by staff such as cost estimates, approval forms, and 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

35. Review time charges to approve labor time for permanent staff and casual employees.

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

36. Utilize Microsoft Office (MS) Suite, MS Project, and MS Excel.

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

37. Write advertisements, including project scope, location, estimated costs, and required licenses for prime construction to solicit qualified contractors.

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

38. Write/create scopes of work, contract documents, schedules, and 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

## 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.