



OFFICE BUILDING MANAGER IV

Exam Code: 1GS41

Exam Type: Open - Statewide

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Salary Range:

Office Building Manager IV: \$8,493.00 - \$9,644.00 View
the [Office Building Manager IV classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin 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:

All applicants must complete and submit an [Examination Application \(STD. 678\)](#), **AND** the [Qualifications Assessment](#) found at the end of this exam bulletin.

Examination Application (STD 678) forms are also available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

You may submit your examination application package by mail to:

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

OR submit in person at:

**Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605**

Note:

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the street address listed above.

The examination title(s) must be indicated on the application. Resumes alone will not be accepted.

Faxed or emailed applications and Qualifications Assessments will not be accepted.

Completed and signed exam applications (STD. 678), and Qualifications Assessments must be received by the cut-off date in order to be considered. If an application is received after the cut-off date with a late or missing postmark, the application is considered late and will be included in the next cut-off date for processing. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail, or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered postmark dates for the purpose of determining timely filing of an application.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95814

Phone: (866) 844-8671

Email: CalCareer@CalHR.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

REQUIREMENTS FOR ADMITTANCE TO THE EXAM

Candidates must complete and submit the Qualifications Assessment along with his/her Examination Application (STD. 678). Candidates who meet the Minimum Qualifications will have their Qualifications Assessment rated.

Applicants must meet the experience/education Minimum Qualifications by the cut-off date.

Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside of California state service will count towards experience.

Your signature on your application indicates that you have read, understood, and possess the qualifications required.

Applications and resumes MUST contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. Education information MUST include name of institution, course of study, semester or quarter units completed, degree (if applicable), and completion date. Applications/resumes received without this information may be rejected.

CUTOFF DATES

Applications will be accepted on a continuous basis. Applications received after the cutoff date will be included in the next administration for processing.

Cutoff dates for processing will be as follows:

March 31, 2023

June 15, 2023

Note: Applications and Qualification Assessments may be processed on a flow basis prior to the cutoff date to meet the hiring needs of the department. Additionally, cutoff dates are subject to change or cancellation at any time. Such changes or cancellations will be in accordance with civil service laws and rules.

Please contact the Department of General Services, Examinations Unit at (916) 376-5400 or Exams@dgs.ca.gov if you have not received your results after 4 weeks.

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.

Pattern I

In the California state service, either:

1. One year performing the duties of an Office Building Manager III. OR
2. Two years performing the duties of an Office Building Manager II.

Pattern II

Four years of progressively responsible building management experience, one year of which shall have involved the supervision of a large office building or group of buildings of at least 500,000 square feet involving public contacts and administrative responsibility for large maintenance and custodial staff.

POSITION DESCRIPTION

Under general direction, to coordinate and direct the work of Building Managers engaged in supervising the maintenance, repair, custodial and service staffs for State-owned or -occupied buildings and grounds in Sacramento or the larger metropolitan areas; and to do other related work.

Positions exists statewide.

EXAMINATION SCOPE

This examination consists of the following components:

Qualifications Assessment – Weighted 100% of the final score.

This examination will consist of a Qualifications Assessment weighted 100%. Candidates must attain an overall minimum score of 70% in order to be placed on the eligible list.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the minimum qualifications will have their Qualifications Assessment rated, and successful candidates will be placed on an eligible list. **Submission of the Qualifications Assessment is mandatory.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each applicant's:

A. Knowledge of:

1. Methods of caring for a large group of public buildings and grounds.
2. Repair and operation of major types of building equipment.
3. Materials and methods used in construction alteration and maintenance of buildings and grounds.
4. Requisitioning, storing, and issuance of building supplies, methods of heating, lighting, and ventilating large buildings.
5. Methods of practices of the crafts and trades used in building maintenance.
6. Methods and practices of custodial operations in large office buildings.
7. Principles of personnel management and supervision and of effective work delegation to subordinates.
8. Estimation of costs and materials involved in making building alterations.
9. Principles and techniques of planning building maintenance schedules.
10. Department's Equal Employment Opportunity Program objectives.
11. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity Program objectives.

B. Ability to:

1. Read and write English at a level required for successful job performance.
2. Read and interpret plans, drawings, and specifications.
3. Prepare reports and budget recommendations.

4. Maintain discipline over a large maintenance, repair and custodial staff.
5. Resolve controversial situations regarding work responsibilities, space allocation, and relationships with others.
6. Analyze building administrative problems, establish policies, and take effective action.
7. Effectively contribute to the department's Equal Employment Opportunity Program objectives.

ADDITIONAL DESIRABLE QUALIFICATION

Education equivalent to completion of the twelfth grade.

ELIGIBLE LIST INFORMATION

An Open-Statewide, eligible list will be established for the Department of General Services.

Names of successful competitors will be merged onto the eligible list(s) 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(s) 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.

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

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

PREPARING FOR THE EXAMINATION

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

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.

CONTACT INFORMATION

If you have questions concerning this announcement, please contact:

[California Department of General Services](#)

Office of Human Resources – Examination Unit

707 3rd Street, 7th Floor

West Sacramento, CA 95605

Phone: (916) 376-5400

Email: Exams@dgs.ca.gov

California Relay Service: 7-1-1 (TTY and voice)

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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 work place. 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 678) forms are available at the California Department of Human Resources, 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.

The California Department of Human Resources (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 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.



Office Building Manager IV

Qualifications Assessment

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GENERAL INSTRUCTIONS

READ INSTRUCTIONS CAREFULLY

This Qualifications Assessment is the examination for the Office Building Manager IV classification. This examination will provide you with an opportunity to demonstrate your knowledge and experience in a variety of areas.

The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed onto an eligible list. The list will be used by all state departments to fill existing positions. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time base you are interested in working.

It is required that you personally complete this examination accurately and without assistance. This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score. Additional instructions are provided on the following pages.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the eligible list / certification list
- Loss of State employment
- Loss of rights to compete in any future state examination

REQUIRED DOCUMENTS FOR THE EXAMINATION

The Examination - Qualifications Assessment Package consists of the following:

- Complete the State of California [Examination Application \(STD. 678\)](#) and be sure to sign and date the application. Please refrain from writing “see resume” under the duties performed on the application.
- Your completed Qualifications Assessment.
- All documents required for completion: Candidate Information, Prior State Employment Information, Conditions of Employment, and Affirmation Statement.
- Any supporting documentation to meet the minimum qualifications (see bulletin for minimum qualifications). For example, if you are meeting the minimum qualifications with education, you must include a copy of your diploma and/or official transcript(s). A copy of the official marked transcript is sufficient. The seal may be broken on the envelope upon your receipt of your transcript.

If any of the above-mentioned documents are not completed and/or submitted, you may be disqualified from this examination.

MAILING INSTRUCTIONS

You may mail or deliver in person your completed Qualifications Assessment Package to the following address:

Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Attention: Examination Unit

If you choose to deliver your Qualifications Assessment Package, our business hours and days are between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Note:

- Candidates whose Qualification Assessment Package is received **after** the cut-off date will be included in the next administration for processing.
- Be sure your envelope has **adequate postage including a postmark date** if submitting via mail.
- Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered postmark dates for the purpose of determining timely filing of an application.
- Facsimiles (FAX) OR email copies will **NOT** be accepted under any circumstances.
- Keep a photocopy of your completed Qualifications Assessment Package for your records.

CANDIDATE INFORMATION

Name: _____

Social Security Number: _____

Home Telephone Number: _____

Work Telephone Number: _____

E-mail Address: _____

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section ONLY if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. IF THIS DOES NOT APPLY TO YOU, please mark the "Not Applicable" box below and continue to the next section.

State Personnel Board, Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

- ☐ YES
- ☐ NO
- ☐ NOT APPLICABLE

CONDITIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE

Note: Positions are not available at all locations. Please refer to the official examination bulletin for information regarding current available positions and their locations.

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 below.

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

- | | |
|--|---|
| <input type="checkbox"/> (D) Permanent Full-Time | <input type="checkbox"/> (K) Limited-Term Full-Time |
| <input type="checkbox"/> (R) Permanent Part-Time | <input type="checkbox"/> (A) Any |

If all boxes are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

LOCATION(S) YOU ARE WILLING TO WORK:

☐ (5) **ANYWHERE IN THE STATE** – If this box is marked, no further selection is necessary.

NORTHERN CALIFORNIA COUNTIES

- | | | |
|---|--|---|
| <input type="checkbox"/> (0100) Alameda County | <input type="checkbox"/> (1800) Lassen County | <input type="checkbox"/> (4500) Shasta County |
| <input type="checkbox"/> (0200) Alpine County | <input type="checkbox"/> (2100) Marin County | <input type="checkbox"/> (4600) Sierra County |
| <input type="checkbox"/> (0300) Amador County | <input type="checkbox"/> (2300) Mendocino County | <input type="checkbox"/> (4700) Siskiyou County |
| <input type="checkbox"/> (0400) Butte County | <input type="checkbox"/> (2500) Modoc County | <input type="checkbox"/> (4800) Solano County |
| <input type="checkbox"/> (0500) Calaveras County | <input type="checkbox"/> (2800) Napa County | <input type="checkbox"/> (4900) Sonoma County |
| <input type="checkbox"/> (0600) Colusa County | <input type="checkbox"/> (2900) Nevada County | <input type="checkbox"/> (5100) Sutter County |
| <input type="checkbox"/> (0700) Contra Costa County | <input type="checkbox"/> (3100) Placer County | <input type="checkbox"/> (5200) Tehama County |
| <input type="checkbox"/> (0800) Del Norte County | <input type="checkbox"/> (3200) Plumas County | <input type="checkbox"/> (5300) Trinity County |
| <input type="checkbox"/> (0900) El Dorado County | <input type="checkbox"/> (3400) Sacramento County | <input type="checkbox"/> (5500) Tuolumne County |
| <input type="checkbox"/> (1100) Glenn County | <input type="checkbox"/> (3800) San Francisco County | <input type="checkbox"/> (5700) Yolo County |
| <input type="checkbox"/> (1200) Humboldt County | <input type="checkbox"/> (3900) San Joaquin County | <input type="checkbox"/> (5800) Yuba County |
| <input type="checkbox"/> (1700) Lake County | <input type="checkbox"/> (4100) San Mateo County | |

CENTRAL CALIFORNIA COUNTIES

- | | | |
|---|---|--|
| <input type="checkbox"/> (1000) Fresno County | <input type="checkbox"/> (2200) Mariposa County | <input type="checkbox"/> (4000) San Luis Obispo |
| <input type="checkbox"/> (1400) Inyo County | <input type="checkbox"/> (2400) Merced County | <input type="checkbox"/> (4300) Santa Clara County |
| <input type="checkbox"/> (1500) Kern County | <input type="checkbox"/> (2600) Mono County | <input type="checkbox"/> (4400) Santa Cruz County |
| <input type="checkbox"/> (1600) Kings County | <input type="checkbox"/> (2700) Monterey County | <input type="checkbox"/> (5000) Stanislaus County |
| <input type="checkbox"/> (2000) Madera County | <input type="checkbox"/> (3500) San Benito County | <input type="checkbox"/> (5400) Tulare County |

SOUTHERN CALIFORNIA COUNTIES

- | | | |
|--|--|--|
| <input type="checkbox"/> (1300) Imperial County | <input type="checkbox"/> (3300) Riverside County | <input type="checkbox"/> (4200) Santa Barbara |
| <input type="checkbox"/> (1900) Los Angeles County | <input type="checkbox"/> (3600) San Bernardino | <input type="checkbox"/> (5600) Ventura County |
| <input type="checkbox"/> (3000) Orange County | <input type="checkbox"/> (3700) San Diego County | |

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

After list release, successful candidates may update any address and/or availability for employment preference information by accessing their [CalCareer Account](http://www.calcareers.ca.gov) (www.calcareers.ca.gov) on the California Department of Human Resources (CalHR) website or by notifying Department of General Services at the following address:

Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Attention: Examination Unit
Phone: (916) 376-5400
Email: Exams@dgs.ca.gov

QUALIFICATIONS ASSESSMENT

START HERE FOR THE QUALIFICATIONS ASSESSMENT

Read each task statement carefully and select the option that best relates to your experience. Your experience includes your education, training courses, and/or work experience (paid or unpaid).

1. Assists and/or oversees a building and property management program to maintain buildings and grounds at least 500,000 square feet and above 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. Plans and/or directs the work of various staff engaged in maintenance and repair services including but not limited to custodial services, 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. Develops and/or maintains a comprehensive maintenance program to ensure preservation of real property and/or 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

4. Documents 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

5. Prepares and/or reviews various forms (i.e., collections, deposit control notice, requisitions, workorders, purchase orders, SCIF/Workers' Compensation forms, personnel forms, incident reports, and 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

6. Takes corrective action to improve employee performance using various methods and/or techniques (i.e., Adverse Action, Counseling Memorandum, and 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

7. Documents employee performance for the purpose of coaching, counseling, and disciplinary 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

8. Provides coaching to subordinate staff relating to 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

9. Oversees and/or conducts health and safety meetings, inspections, and/or training in accordance with local, State and Federal laws, rules and regulations, Governor's Executive Orders, and established departmental, BOMA and Cal OSHA standards, policies, and recommendations.

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. Monitor expenditures utilizing past fiscal trends to ensure appropriate spending, operating, and personnel expense budgets.

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. Oversees and directs inventorying, requisitioning, receiving, and distributing of supplies, tools, 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

12. Maintains cooperative team and public relations with others (i.e., 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

13. Participates 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

14. Implements 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

15. Supervises necessary changes, modifications and alterations in order 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

16. Administers and maintains the health and safety programs and 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), and lead notification).

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. Acts as team lead in executing the plans for Emergency Response, Disaster Recovery and Business Resumption, and Hazardous Materials and Waste Manifest in order to maintain a safe and healthy environment for the benefit of all employees 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

18. Prepares Emergency Response Plans, Disaster Recovery and Business Resumption Plans, HazMat Business Plan, HazWaste Manifest, 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

19. Prepares the management 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

20. Prepares the Special Repairs and Improvement plans to project expenditures needed to maintain building operations, design specifications, promote energy conservation, building improvements, and ADA specifications, 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

21. Reviews plans, specifications, and change orders to ensure quality control of building standards and to preserve 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

22. Ensures 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 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

23. Prepares written operational plans and reports directed toward efficient and effective administrative, fiscal, engineering/trades, custodial, and security programs.

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. Directs office administrative operations pursuant to respective management unit 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

25. Understands and keeps 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

26. Monitors 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

27. Implements human resources policies to hire and supervise personnel in compliance with regulatory agencies, Federal Labor Laws, and EEO 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

28. Performs probationary reviews, annual Individual Development Plans, constructive intervention, disciplinary actions, and training to assure smooth personnel interactions/operations.

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. Assists subordinate building managers/staff in the tracking and monitoring of regional expenditures against approved budgetary allocations 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

30. Approves budget expenditures, including invoice approvals, with established work unit, program, and project budgets.

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. Identifies budget revisions/augmentation needs (such as personnel years, equipment, supply order changes, and budget change proposals.) to ensure that budget allocations meet resource and expenditure 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

32. Prepares business and/or strategic plans to meet current and anticipated organizational needs (i.e., information technology, work practice modifications with existing business 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

33. Adapts plans and schedules to meet changing priorities of work objectives, personnel, resources, and workload/program demands.

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. Performs long-term planning of program activities to ensure the goals and objectives of the region are achieved.

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. Prepares various reports and summaries for agency, Executive management, Legislature, and the Governor's Office on issues related to programs and services.

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. Reviews and analyzes policies, legislative and regulatory requirements applicable to work unit operations to determine impact on work unit/program operations, and staff.

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. Advises management on the impact, or potential impact, of proposed legislation to programs, policies, and procedures.

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. Reviews and evaluates risk management documents, proposals, contracts, and leases/use permits (i.e., Request for Proposals, feasibility study reports, and economic analyses.) to determine appropriateness given project specifications and to select among competing proposals.

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. Develop and oversee the development of high-level project proposals and plans to obtain projection initiation approvals from management and executive management sponsors.

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. Promote and ensure implementation of mandates in the workplace with regard to 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 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

THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT

PLEASE COMPLETE AFFIRMATION STATEMENT ON THE NEXT PAGE

AFFIRMATION STATEMENT

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand the information provided by me on this Qualifications Assessment is true and correct to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the 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. Your signature on your application indicates that you have read, understood, and possess the qualifications required.

It is a violation of Government Code Section 18935 “to practice any deception or fraud” on your application, on this Qualifications Assessment, or any other documentation you submit to obtain state employment eligibility. Your signature on your application indicates that you have read, understood, and possess the qualifications required.

SIGNATURE: _____ DATE: _____

NAME (PRINTED): _____

THIS COMPLETES THE QUALIFICATIONS ASSESSMENT PACKAGE