


ARCHITECTURAL ASSOCIATE

OPEN EXAMINATION - STATEWIDE

STATE OF CALIFORNIA

DEPARTMENT OF GENERAL SERVICES



SALARY RANGE:

\$5,804.00 – \$7,266.00

FINAL FILING DATE:

FEBRUARY 28, 2020

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 SINCE 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.

WHO MAY APPLY

This is an **OPEN-STATEWIDE** examination administered by the DEPARTMENT OF GENERAL SERVICES for all state agencies. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY

Applications are available upon request or on the Internet at: <http://jobs.ca.gov/pdf/std678.pdf> and may be filed in person or by mail. Resumes alone will not be accepted. Applications (STD 678) must be POSTMARKED no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 PM on the final filing date will not be accepted for any reason. The examination title must be indicated on the application. **FAXED or EMAILED APPLICATIONS AND QUALIFICATIONS ASSESSMENT WILL NOT BE ACCEPTED.** Submit applications to:

DEPARTMENT OF GENERAL SERVICES  
OFFICE OF HUMAN RESOURCES  
ATTN: ROSEMARY HERNANDEZ  
MAILING ADDRESS: P.O. BOX 989052  
WEST SACRAMENTO, CA 95798-9052  
  
STREET ADDRESS: 707 3RD STREET, 7<sup>TH</sup> FLOOR  
WEST SACRAMENTO, CA 95605

QUESTIONS

If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, **ROSEMARY HERNANDEZ, Exam Analyst at (916) 376-5441.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.  
  
**NOTE:** Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information may be rejected.**

MINIMUM QUALIFICATIONS

Either I

Experience: Two years of experience in the California state service as an Architectural Assistant, Range B.

Or II

Experience: Four years of architectural drafting experience, two years of which shall have involved making complete drawings of a wide variety of buildings. Experience must have been equivalent in level of responsibility to an Architectural Assistant, Range B, in the California state service. (Note: Experience must have been in building architecture.)

And

Education: Equivalent to graduation from college with a degree in architecture or architectural engineering in an accredited four-year curriculum from a school of architecture. (Registration as a senior in an accredited school of architecture or equivalent degree program approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 will admit applicants to the examination but they must present evidence of graduation or its equivalent before he/she can be considered eligible for appointment.) (Additional qualifying experience may be substituted for up to two years of the general educational requirement on the basis that one year of experience is equivalent to 30 semester or the equivalent number of quarter units of education.)

**NOTE:** Applicants using education to meet the minimum requirements **MUST** provide a copy of their diploma, official/unofficial transcript, statement and/or evaluation from an accredited U.S. college or university with their examination application.

SEE REVERSE FOR ADDITIONAL INFORMATION

THE POSITION

This is the full journey level in this series. Under the direction of an Architect or Architectural Senior, an Architectural Associate does difficult design and prepares the most difficult drawings, by making tracings or by CADD; prepares and checks as-built drawings and construction change orders for all types of buildings and appurtenances; plan-checks all types of project drawings; reviews difficult shop drawings or materials submittals; performs difficult architectural computations; secures basic and most difficult field information for the preparation of preliminary design and final plans; assists in program development; researches and collects information on special building materials and equipment; performs difficult code searches; interprets difficult codes; prepares draft specifications; develops preliminary and final design; develops special standard details; works as a group leader on less difficult projects.

Positions exist statewide.

EXAMINATION INFORMATION

Qualifications Assessment -- Weighted 100%

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. **NOTE:** It is especially important that each applicant take special care to accurately and completely fill out their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement.

CANDIDATES WHO DO NOT COMPLETE OR SUBMIT THE QUALIFICATIONS ASSESSMENT WILL BE DISQUALIFIED.

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:**
- 1. Various materials and systems used in building construction and their commercial units
  - 2. Architectural and construction details and architectural practices in making designs and working drawings for building construction purposes
  - 3. Detailing and building components
  - 4. Applicable building codes and ordinances
  - 5. Architectural drafting procedures and equipment
  - 6. State-of-the-art technology, i.e., CADD and personal computers, used in the preparation of architectural drawings
  - 7. Architectural history and design encompassing environmental, energy and user needs
  - 8. Basic safe work practices to protect safety and health
  - 9. Architectural planning and details for building construction and materials
  - 10. Methods of directing and scheduling the work of others and other leadperson responsibilities
- B. Ability to:**
- 1. Communicate effectively at a level required for successful job performance
  - 2. Read and interpret plans and specifications
  - 3. Make neat and accurate architectural drawings and tracings
  - 4. Prepare lists of materials from architectural plans
  - 5. Detect errors and discrepancies in plans and specifications
  - 6. Organize data and prepare reports and specifications in clear and concise form
  - 7. Use state-of-the-art technology, i.e., CADD and personal computers
  - 8. Do architectural design and drafting
  - 9. Select appropriate finish materials and colors
  - 10. Direct and coordinate the work of others
  - 11. Act as a group leader on less difficult projects
  - 12. Analyze situations accurately and adopt an effective course of action
  - 13. Research and interpret applicable building and safety codes
  - 14. Communicate effectively
  - 15. Do architectural design and drafting for large and difficult projects
  - 16. Perform architectural computation

ELIGIBLE LIST INFORMATION

An **OPEN STATEWIDE** eligible list will be established for the **DEPARTMENT OF GENERAL SERVICES**. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

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## GENERAL INFORMATION

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**It is the candidate's responsibility** to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

**If a candidate's notice of oral interview** or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

**Applications are available** at local offices of the Employment Development Department, the Department noted on the bulletin, or on the Internet at <http://jobs.ca.gov>.

**If you meet the requirements** stated on the reverse, 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 on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The 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 the civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental 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 from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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 exams investigation may be made of employment records and personal history--fingerprinting may be required.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

**High School Equivalence:** Equivalent to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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 candidate 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.

**CALIFORNIA DEPARTMENT OF GENERAL SERVICES    ☎    OFFICE OF HUMAN RESOURCES**  
**MAILING ADDRESS: P.O. BOX 989052    ☎    West Sacramento, CA 95798-9052    ☎    Telephone (916) 376-5400**  
**STREET ADDRESS: 707 3RD Street, 7<sup>TH</sup> Floor    ☎    West Sacramento, CA 95605**

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.  
California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
From TDD phones 1-800-735-2929    ☎    Voice 1-800-735-2922

DEPARTMENT OF GENERAL SERVICES - HUMAN RESOURCES  
QUALIFICATIONS ASSESSMENT FOR:

**ARCHITECTURAL ASSOCIATE**

**GENERAL INSTRUCTIONS**

**Read instructions carefully**

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for **ARCHITECTURAL ASSOCIATE** with the **Department of General Services**. 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 Department of General Services to fill existing positions. A "Conditions of Employment" section 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.

1. Additional instructions are provided on the following pages.
2. This examination enables you to apply for the **ARCHITECTURAL ASSOCIATE** classification. If successful, your name will be placed on an eligible list.
3. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for **ARCHITECTURAL ASSOCIATE**. You must ensure you have addressed each of the following areas:

- Candidate Information (page 2)
- Prior State Employment Information (page 2)
- Conditions of Employment (page 2 - 3)
- Address or Availability for Employment Changes (page 3)
- Minimum Qualifications (page 4)
- Work Experience (page 5 - 7)
- Knowledge, Skill, and Ability Assessment (pages 8 - 10)
- Preparation for Hiring Interview (page 11)
- Qualifications Assessment Return and Mailing Procedures (page 11)
- Affirmation Statement (page 11)

**YOUR COMPLETED TRAINING AND EXPERIENCE QUALIFICATIONS  
ASSESSMENT MUST INCLUDE YOUR ORIGINAL SIGNATURE**

**AND  
MUST BE RECEIVED OR POSTMARKED BY:**

**FEBRUARY 28, 2020**

## CANDIDATE INFORMATION

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

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?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE
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## CONDITIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

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.

### TYPE OF APPOINTMENT YOU WILL ACCEPT

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

- ☐ (D) Permanent Full-Time      ☐ (R) Permanent Part-Time      ☐ (K) Limited-Term Full-Time  
☐ (A) Any

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.

CONTINUED ON NEXT PAGE

**LOCATION(S) YOU ARE WILLING TO WORK:**

☐ **5 ANYWHERE IN THE STATE** – If checked, no further selection is necessary

**NORTHERN CALIFORNIA**

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

**CENTRAL CALIFORNIA**

<input type="checkbox"/> 0100 Alameda	<input type="checkbox"/> 1500 Kern	<input type="checkbox"/> 2700 Monterey	<input type="checkbox"/> 4300 Santa Clara
<input type="checkbox"/> 0200 Alpine	<input type="checkbox"/> 1600 Kings	<input type="checkbox"/> 3500 San Benito	<input type="checkbox"/> 4400 Santa Cruz
<input type="checkbox"/> 0300 Amador	<input type="checkbox"/> 2000 Madera	<input type="checkbox"/> 3800 San Francisco	<input type="checkbox"/> 4800 Solano
<input type="checkbox"/> 0500 Calaveras	<input type="checkbox"/> 2100 Marin	<input type="checkbox"/> 3900 San Joaquin	<input type="checkbox"/> 5000 Stanislaus
<input type="checkbox"/> 0700 Contra Costa	<input type="checkbox"/> 2200 Mariposa	<input type="checkbox"/> 4000 San Luis Obispo	<input type="checkbox"/> 5400 Tulare
<input type="checkbox"/> 1000 Fresno	<input type="checkbox"/> 2400 Merced	<input type="checkbox"/> 4100 San Mateo	<input type="checkbox"/> 5500 Tuolumne
<input type="checkbox"/> 1400 Inyo	<input type="checkbox"/> 2600 Mono		

**SOUTHERN CALIFORNIA**

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

**ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES**

Please notify the Department of General Services promptly of any address changes or availability for employment changes at the following address:

Department of General Services  
Office of Human Resources  
Attention: Rosemary Hernandez  
Mailing Address: P.O. Box 989052  
West Sacramento, CA. 95798-9052

Street Address: 707 3<sup>rd</sup> Street, 7<sup>th</sup> Floor  
West Sacramento, CA 95605

[rosemary.hernandez@dgs.ca.gov](mailto:rosemary.hernandez@dgs.ca.gov)

**CONTINUED ON NEXT PAGE**

## MINIMUM QUALIFICATIONS

### EXPERIENCE:

#### ARCHITECTURAL ASSOCIATE:

##### Either I

Two years of experience in the California state service as an Architectural Assistant, Range B.

##### Or II

Experience: Four years of architectural drafting experience, two years of which shall have involved making complete drawings of a wide variety of buildings. Experience must have been equivalent in level of responsibility to an Architectural Assistant, Range B, in the California state service. (Note: Experience must have been in building architecture.)

##### And

Education: Equivalent to graduation from college with a degree in architecture or architectural engineering in an accredited four-year curriculum from a school of architecture. (Registration as a senior in an accredited school of architecture or equivalent degree program approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 will admit applicants to the examination but they must present evidence of graduation or its equivalent before he/she can be considered eligible for appointment.) (Additional qualifying experience may be substituted for up to two years of the general educational requirement on the basis that one year of experience is equivalent to 30 semester or the equivalent number of quarter units of education.)

**NOTE:** Applicants using education to meet the minimum requirements MUST provide a copy of their diploma, official/unofficial transcript, statement and/or evaluation from an accredited U.S. college or university with their examination application.

## WORK EXPERIENCE

Under “**Work Experience**,” for items **1 - 15**, please indicate

### Frequency:

- A.** If you have performed this task within the last 5 years (*if not performed in last five years, leave blank*)
- B.** How often you perform this task  
(***Must select one box from “Weekly”, “Monthly/Quarterly”, “Semi-Annual/Annual”, or “Never” column***)

### AND

### Length of Experience:

- C.** Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. (***Must select one box from the “Length of Experience” column***)

### EXAMPLE

**NOTE:** You must only check one box from each column ( B & C), column A is optional if performed within last five years.

		Frequency					Length of Experience			
		A	B				C			
			Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	37 + Months	24 to 36 Months	0 to 23 Months
		X			X					X
1.	Verifies by citing code references that construction, associated building materials, methods and maintains expertise related to accessibility in compliance with Federal standards, CCR-Title 24 and ADA.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Develops oral and written responses using knowledge of California statutes, the California Building Standards Code, Title 24, the Administrative Procedure Act and awareness of current and proposed applicable code, to answer inquiries received from design professionals, building developers, contractors, consultants, building officials, state agencies, colleges, universities and others in the construction industry regarding the requirements for the construction of buildings and structures in accordance with Title 24, statute and administrative regulations.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Participates in precycle public meetings and code advisory committee meetings in order to solicit public input and to provide detailed information on issues related to the development of proposed building standards using knowledge of the construction industry and current practices that relate to the applicable laws and codes enforced by DSA or building standards approved or adopted by the California Building Standards Commission as mandated by California statute and/or CCR-Title 24.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Participates in training sessions to become thoroughly knowledgeable of the laws and regulations, changing concepts, policies and effective protocols related to advances that ensure buildings and facilities are in compliance with CCR-Title 24.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Under <b>"Work Experience,"</b> for items <b>1 - 15</b> , please indicate <b>Frequency:</b> <b>A.</b> If you have performed this task within the last 5 years ( <i>if not performed in last five years, leave blank</i> ) <b>B.</b> How often you perform this task <i>(Must select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column)</i> <b>AND</b> <b>Length of Experience:</b> <b>C.</b> Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. <i>(Must select <u>one</u> box from the "Length of Experience" column)</i>		Frequency					Length of Experience		
		A	B				C		
		Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	37 + Months	24 to 36 Months	0 to 23 Months
5.	Conducts informational training sessions for stakeholders (i.e., design professionals, state agencies, consultants, building officials, property owners, etc.) to educate and advise them of the laws and regulations, changing concepts, policies and effective protocols related to new programming advances that ensure buildings and facilities are in accordance with CCR-Title 24 and related statutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Conduct preliminary meetings to review and direct the early stage of preparation of using professional engineering and architectural knowledge of best practices to comply with CCR-Title 24, related statutes and applicable policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Conducts presentation and training for, including but not limited to, stakeholders, new employees, client agencies, building officials to improve their knowledge and awareness of building standards and the processes of the California Building Standards Commission's rulemaking procedures to ensure consistency of code applications and adoption/approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Assists senior staff and management in the development of government programs, building standards or services in response to new mandates and legislation using data collected from research and collaboration with public advocates and other stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Collaborates with staff using input from internal and external stakeholders to prepare background information and justification for the development of new regulations or policies under the direction of senior and/or supervising staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Reviews, analyzes and prepares written reports of state proposing and adopting agencies' building standards for compliance with the Government Code, Health and Safety Code and the California Code of Regulations utilizing knowledge of design, construction and building standards in order to produce Title 24, California Building Standards Code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Under "Work Experience," for items 1 - 15, please indicate <b>Frequency:</b> A. If you have performed this task within the last 5 years ( <i>if not performed in last five years, leave blank</i> ) B. How often you perform this task ( <b>Must select one box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column</b> )  <b>AND</b> <b>Length of Experience:</b> C. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. ( <b>Must select one box from the "Length of Experience" column</b> )		Frequency					Length of Experience		
		A	B				C		
		Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	37 + Months	24 to 36 Months	0 to 23 Months
11.	Participates in the development of Title 24, California Building Standards Code development process consisting of compiling building standards for commission action, writing proposed building standards along with all necessary documents and administers the adoption processes for the commission, and presents building standards proposals to the commission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Assists with and presents at various committee meetings, composes written reports of the meetings, utilizes various software applications to support the technical review of proposed building standards applicable statewide to the construction of buildings and structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Monitors, manages, and tracks the proofing process of the approved and adopted building standards for publication in Title 24, California Building Standards Code following national model code formats, and incorporates state agency review into the process in order to produce new Title 24 code editions and supplements for usage by state agencies, design professionals, local enforcement, building industry representatives and the general public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Develops material for training and educational workshops and conducts and/or presents these materials to train and educate state agencies, design professionals, local enforcement, building industry representatives and the general public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Reviews, researches and prepares written staff analysis on legislative bills using websites, existing law and building standards and develops oral and written responses to email and correspondence from numerous sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**CONTINUE TO KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT ON THE NEXT PAGE**

## KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT

For items **1 – 27**, please rate your Knowledge, Skill, or Ability (KSA) by selecting one choice indicating the box that best describes your level of the KSA for each of the following areas.

### Definition of Levels:

**Extensive Knowledge, Skill, or Ability:** I have applied this KSA in an actual setting while performing a job.

**Moderate Knowledge, Skill, or Ability:** I have this KSA to perform this task, but may require general supervision.

**Limited Knowledge, Skill, or Ability:** I have education or training relevant to this KSA, but have not applied it to an actual job.

**No Knowledge, Skill, or Ability:** I have no experience, education or training relevant to this KSA.

		KSA Level			
		Extensive Knowledge, Skill, or Ability	Moderate Knowledge, Skill, or Ability	Limited Knowledge, Skill, or Ability	No Knowledge, Skill, or Ability
	<b>EXAMPLE</b> <i>NOTE: You must only select <u>one</u> box.</i>			<b>X</b>	
1.	Various materials and systems used in building construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Basic architectural and structural details and architectural practices in making designs and working drawings for building construction purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Applicable building codes and ordinances at an intermediate level to analyze and review architectural plans for deficiencies and lack of code compliance (e.g. California Building Standards Code (Title 24) and Local Ordinances).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Basic architectural drafting procedures and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	State-of-the art technology (i.e. Computer-aided design and drafting (CADD), personal computers, digital image, text message, etc.) at an intermediate level used in communication and in the preparation and development of architectural drawings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Basic architectural history and design encompassing environmental, energy and user needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Basic safe work practices to protect safety and health in conducting daily working operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Techniques and procedures for directing and scheduling the work of others and other lead person responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Basic use of personal computer software, including electronic mail, data base, word processing spreadsheets, etc. to effectively document, develop reports and communicate with clients, staff and management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Mathematical computation (i.e., algebra, geometry, and trigonometry) at an intermediate level for analysis identify code compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For items **1 – 27**, please rate your Knowledge, Skill, or Ability (KSA) by selecting one choice indicating the box that best describes your level of the KSA for each of the following areas.

**Definition of Levels:**

**Extensive Knowledge, Skill, or Ability:** I have applied this KSA in an actual setting while performing a job.

**Moderate Knowledge, Skill, or Ability:** I have this KSA to perform this task, but may require general supervision.

**Limited Knowledge, Skill, or Ability:** I have education or training relevant to this KSA, but have not applied it to an actual job.

**No Knowledge, Skill, or Ability:** I have no experience, education or training relevant to this KSA.

		KSA Level			
		Extensive Knowledge, Skill, or Ability	Moderate Knowledge, Skill, or Ability	Limited Knowledge, Skill, or Ability	No Knowledge, Skill, or Ability
11.	Basic knowledge of the Administrative Procedure Act (APA) contained in California's Government Code and the California Building Standards Law pertaining to the regulatory process for developing administrative regulations and building standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Communicate effectively at a technical/professional level required for successful job performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Read and interpret plans and specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Create legible, well-ordered and accurate architectural drawings and tracings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Prepare lists of construction materials from architectural plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Detect errors, omissions and discrepancies in regulatory documents, plans or specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Organize data, prepare reports and specifications in a clear and concise form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Use state-of-the-art technology, i.e., CADD and personal computers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Prepare architectural design and drafting for large and complex projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Select appropriate finish materials and colors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Direct and coordinate the work of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Act as a Lead-Person on less difficult projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Analyze situations accurately and pursue an effective course of action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Identify, research and interpret applicable building and safety codes to effectively evaluate plans and specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Communicate effectively through public speaking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For items **1 – 27**, please rate your Knowledge, Skill, or Ability (KSA) by selecting one choice indicating the box that best describes your level of the KSA for each of the following areas.

**Definition of Levels:**

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		KSA Level			
		<u>Extensive</u> Knowledge, Skill, or Ability	<u>Moderate</u> Knowledge, Skill, or Ability	<u>Limited</u> Knowledge, Skill, or Ability	<u>No</u> Knowledge, Skill, or Ability
26.	Establish and maintain cooperative and professional level relationships with persons contacted during the course of a project to achieve compliance , departmental goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Read, analyze and interpret laws, regulations, technical codes, reports, and procedures at an intermediate level to edit and develop clear and concise policies, procedures and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## PREPARATION FOR HIRING INTERVIEW

If you are successful in this examination and called for a hiring interview, you will be asked to supply transcripts of your college course work, proof of degree(s) received and any credential(s) that may be applicable. Additionally, you may be asked to supply supplemental documentation to verify your responses in this examination. It is strongly recommended that you assemble transcripts and licenses in advance to expedite the process.

## QUALIFICATIONS ASSESSMENT AND EXAMINATION/EMPLOYMENT APPLICATION RETURN AND MAILING PROCEDURES

This Qualifications Assessment will account for 100% of the weight of your examination for this classification. **You may mail or deliver in person the completed Examination/Employment Application STD. 678 and Qualifications Assessment packet to the following address:**

Department of General Services  
Office of Human Resources  
707 3<sup>rd</sup> Street, 7<sup>th</sup> Floor  
West Sacramento, CA 95605  
Attention: Rosemary Hernandez

### NOTE:

- Candidates whose Qualifications Assessment is postmarked, personally delivered, or received via interoffice mail after the due date, **2/28/2020**, will be eliminated from the examination.
- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) or emails (electronic mail) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Training and Experience Qualifications Assessment for your records.

## AFFIRMATION STATEMENT

### THIS AFFIRMATION MUST BE COMPLETED

#### Government Code Section 18935:

"The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

j. Has intentionally attempted to practice any deception or fraud in his or her application in his or her examination or in securing his or her eligibility."

I hereby certify and understand that the information provided by me on this questionnaire is true and complete 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.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME (PRINTED): \_\_\_\_\_

**THIS COMPLETES THE QUALIFICATIONS ASSESSMENT**