



ASSOCIATE CONSTRUCTION ANALYST

All Departments Statewide
Servicewide Open Examination
Examination Code: 1GS07
Final Filing Date: Continuous

CLASSIFICATION DETAILS

Salary Range:

Range A: \$8,444.00 - \$10,567.00

Range B: \$9,754.00 - \$ 12,204.00

Classification Code: 4106

View the [classification specification](#) for the Associate Construction Analyst classification.

APPLICATION INSTRUCTIONS

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 exam, you may not re-take it for twelve (12) months.

How to Apply:

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) and Qualifications Assessment attached to this bulletin.

By mail to:

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

Or in person at:

**Department of General Services
Office of Human Resources-Reception
707 3rd Street, Suite 7-130
West Sacramento, CA 95605**

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, excluding holidays, to the same street address as listed above.

Completed applications and all required documents 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.

NOTE: Only applications with an original signature will be accepted.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on your Examination Application (STD. 678) and you will be contacted to make specific arrangements. You may also contact the Department of General Services, Examinations Unit at (916) 376-5400.

APPLICATION DEADLINES/REQUIREMENTS

Applicants must complete and return the Associate Construction Analyst Qualifications Assessment along with his/her Examination Application (STD. 678). Applicants who meet the minimum qualifications will have their Qualifications Assessment rated.

All applicants must meet the minimum qualifications for this examination by the cut-off date.

CUT-OFF DATES

Applications will be accepted on a continuous basis. Applications received after the cut-off date will be processed in the next exam administration.

Cut-off dates for processing will be as follows:

March 31, 2023

June 15, 2023

September 15, 2023

Note: *Check back periodically as cut-off dates may be added in the future. Additionally, cut-off dates are subject to change or be cancelled at any time. Such changes or cancellations will be in accordance with civil service laws and rules.*

Results notices will be mailed in 4 weeks following each cut-off date. Please contact the Department of General Services Examinations Unit at (916) 376-5400 or Exams@dgs.ca.gov if you have not received your notice after 4 weeks.

MINIMUM QUALIFICATIONS

Experience: Three years of varied experience in the architectural planning, design, construction or estimating of major buildings, at least two years of which shall have been in the independent performance of work of average difficulty in any of the above fields. (Experience in the California state service to be applied toward this specialized requirement must have been in a class at a level of responsibility at least equivalent to an Assistant Estimator of Building Construction or an Architectural Assistant.) **and**

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

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

IMPORTANT: **When using education and/or specific course work to meet the minimum qualifications, you must submit a copy of unofficial transcripts along with your application.**

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" 1, "or" 2, "or" 3, etc. For example, applicants who possess qualifying experience amounting to 50% of the required time of Pattern 1, and additional experience amounting to 50% of the required time of Pattern 2, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

POSITION DESCRIPTION AND LOCATION(S)

An Associate Construction Analyst, under direction, performs responsible and complex construction analysis work in administering the State capital outlay program; and does other related work.

Positions exist statewide with various departments in the State of California.

EXAMINATION PLAN

EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each applicant's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Applicants who meet the minimum qualifications will have their Qualifications Assessment rated and successful applicants will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Applicants who do not submit a completed Qualifications Assessment will be eliminated from this examination.

Qualifications Assessment -- Weighted 100%

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

Knowledge of:

1. Principles of planning and designing major public buildings and groups of buildings and architectural and building costs and materials.
2. Building codes.
3. State capital outlay procedures and budgeting.
4. Purposes, functions and construction programs of State agencies.
5. Structural and mechanical engineering as related to buildings.

Ability to:

1. Analyze construction programs and make appropriate recommendations.
2. Gather data, prepare reports and draw sound conclusions in the development of construction standards.
3. Establish and maintain cooperative relationships with those contacted in the work.
4. Speak and write effectively.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies for all departments statewide.

Names of successful applicants are merged onto the list in order of final scores, regardless of date. Eligibility expires 24 months after establishment unless the needs of the service and conditions of the list warrant a change in this period.

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.

VETERANS' PREFERENCE/CAREER CREDITS

Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

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

Applications are available at DGS, California Department of Human Resources (CalHR), local offices of the Employment Development Department, and through your [CalCareer Account](#).

Veterans' Preference: California law allows the granting of Veterans' Preference in any Open examination. In accordance with Government Code Sections 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% disabled veteran, who achieves a passing score in an open 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 Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [CalCareer Veterans](#). Additional information can also be found at the California Department of Veterans Affairs at [CalVet Veterans](#).

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 civil service laws and rules and all applicants will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

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.

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 and fingerprinting may be required. In open examinations, investigation may be made of employment records and personal history.

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.

CONTACT INFORMATION

If you have any 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). TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.



ASSOCIATE CONSTRUCTION ANALYST

Qualifications Assessment

All Departments Statewide

Servicewide Open Examination

Final Filing Date: Continuous

EXAMINATION INFORMATION

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the **Associate Construction Analyst** classification with the State of California. 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 on an eligible list for the classification listed above. The list will be used to fill positions statewide. A "Conditions of Employment" section is included in this examination which will allow you to select the time bases and location(s) you are interested in working. Please print out, **personally complete**, and sign this examination form.

Read the instructions below carefully before completing the assessment. Failure to do so may result in an inability to process your assessment and disqualification from this examination.

FILING INFORMATION

All applicants must complete and submit the following examination materials:

- [Examination Application \(STD. 678\)](#)
- Qualifications Assessment

By mail to:

**Department of General Services
DGS-OHR/Examinations Unit
P.O. Box 989052
West Sacramento, CA 95798-9052**

Or in person at:

**Department of General Services
Office of Human Resources-Reception
707 3rd Street Suite 7-130
West Sacramento, CA 95605**

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, excluding holidays, on or before the cut-off date to the street address listed above.

NOTE:

- All examination materials must have original signatures.
- Be sure your envelope has adequate postage if submitting via mail.
- Faxed or emailed copies will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

GENERAL INSTRUCTIONS

This Qualifications Assessment is the sole component of the examination. To obtain a position on the eligible list, a minimum score of 70% must be achieved. Therefore, please be sure to review and follow all instructions carefully as missing or incomplete information may result in disqualification or a lower score.

This examination is comprised of the following areas:

- Filing Instructions / General Instructions (page 1)
- Prior State Employment / Conditions of Employment (pages 2 - 4)
- Rating Instructions (page 5 - 6)
- Experience Qualifications Assessment (pages 7 - 17)
- Affirmation Statement (page 18)

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 examinations

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 skip this question.

Do you have written permission from the California Department of Human Resources (CalHR) to take this examination?

YES

NO

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.

CONDITIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies Statewide 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.

LOCATION(S) YOU ARE WILLING TO WORK

5 ANYWHERE IN THE STATE – If this box is marked, no further selection is necessary

NORTHERN REGION

- | | | |
|---|--|---|
| <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 REGION

- | | | |
|---|---|--|
| <input type="checkbox"/> 1000 – Fresno County | <input type="checkbox"/> 2200 – Mariposa County | <input type="checkbox"/> 4000 – San Luis Obispo County |
| <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 REGION

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

ADDRESS OR EMPLOYMENT CHANGES

After list release, successful candidates may update any address and/or availability for employment preference information by accessing their [CalCareer Account](#) (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
DGS-OHR/Examinations Unit
P.O. Box 989052
West Sacramento, CA 95798-9052**

RATING INSTRUCTIONS

Rate your knowledge and experience performing specific job-related actions, using the rating scale(s) below.

Respond to each statement, beginning on the following page, by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the two scales provided. Responses may not be changed or added once submitted to the Department of General Services, Examinations Unit. Missing responses will result in a lower score.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

SCALE #1 - KNOWLEDGE RELATED TO PERFORMING THIS ACTION

Extensive Knowledge

I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations **and** I have instructed others on specific aspects of this knowledge.

Moderate Knowledge

I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

Basic Knowledge

I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.

Limited Knowledge

I have some knowledge of how to perform this task, but I may require additional instruction to apply my knowledge effectively.

No Knowledge

I have no knowledge of how to perform this task or what it may entail.

SCALE #2 - EXPERIENCE RELATED TO PERFORMING THIS ACTION

Extensive Experience

I have more than 5 years of experience in regularly performing this action **and** I have instructed others on this specific action.

Moderate Experience

I have more than 4 years, but less than 5 years of experience performing this action **and** I can perform it independently.

Basic Experience

I have more than 3 years, but less than 4 years of experience performing this action **and** I have performed it regularly with minimal or no assistance.

Limited Experience

I have less than 3 years of experience in performing this action **and** I may require assistance for successful performance.

No Experience

I have never performed this action.

EXPERIENCE QUALIFICATIONS ASSESSMENT

START THE QUALIFICATIONS ASSESSMENT HERE

Read each 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. Read and interpret construction plans and specifications to accurately complete job assignments.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

2. Prioritize construction project requests, to ensure alignment with related goals (e.g., compliance mandates, criticality, scope, schedule, and budget) to ensure compliance with industry standards, local and state government codes and regulations.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

3. Conduct continuous analysis of construction project requests, considering mission/program needs to provide information to stakeholders.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

4. Review and analyze specific and/or reoccurring construction projects to ensure compliance with budget requirements, the strategic plan, client needs, and state and/or local policies.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

5. Review and analyze construction and tenant improvement projects, including special/emergency repair requests to develop scope of work, design, and specifications.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

6. Conduct investigations of site, building, and facility infrastructure (e.g., space needs, water quality, utility capacity/availability, environmental and regulatory requirements, etc.) to make recommendations and ensure compliance with applicable codes.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

7. Conduct surveys of site, building, and facility infrastructure conditions to recommend corrective actions to improve overall facility condition and meet regulatory compliance.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

8. Prepare construction project requests (e.g., compliance mandates, criticality, scope, schedule, and budget) for submission to stakeholders.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

9. Gather and analyze data to prepare recommendations to stakeholders regarding architectural and construction standards for projects relating to utilization, size, type, and costs of structures.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

10. Analyze and prepare reports for stakeholders relating to priority and/or acceptability for inclusion in the department/business's long-range infrastructure and/or space utilization plan.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

11. Solicit proposals from design, engineering, and/or leasing professionals and consultants outlining intended scope and standards to develop schematic designs, preliminary plans, working drawings, and specifications.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

12. Prepare construction project requests for submission to control agencies outlining project scope to obtain necessary authorization(s).

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

13. Analyze schematic designs, preliminary plans, working drawings, and specifications for stakeholders to ensure compliance with building codes, federal regulations, and local standards.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

14. Prepare various written technical documents to provide information to stakeholders.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

15. Analyze project information provided by control agencies, consultants, contractors, inspectors, etc. to prepare reports for stakeholders.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

16. Meet with stakeholders to gather information related to capital outlay, deferred maintenance, construction and tenant improvement projects, and/or special repair project needs to develop project feasibility, scope, preliminary estimate, and prioritization.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

17. Provide support to stakeholders in the administration of public works and other contracts used in the construction process to monitor performance, payment schedule, and contract closeout.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

18. Develop bid packages for construction and tenant improvement projects.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

19. Assist in the development and administration of budget packages to ensure projects are designed and implemented according to preliminary scope of work documentation.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

20. Collect, monitor, and maintain computerized data on construction projects and/or facility operations and maintenance performance to produce regularly scheduled reports for stakeholders and/or mandated reporting.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

21. Evaluate facility operations and maintenance performance to produce reports to advise management on the condition and operational efficiency of buildings, grounds, systems, and space utilization.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

22. Establish and maintain cooperative working relationships with staff, management, and stakeholders using written and verbal communication skills and interpersonal skills.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

23. Communicate orally and in writing in a professional and effective manner with others (staff, management, stakeholders, contractors, consultants, etc.).

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

24. Conduct meetings with staff, management, and stakeholders to gather and/or present information related to project status and work products.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

25. Participate in focused workgroups to identify program changes (which potentially affect facility operations), develop alternatives, and recommend a course of action to management and stakeholders.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

26. Implement principles of construction planning for major buildings and groups of buildings for program requirements/deficiencies in the development of long-range facility planning.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

27. Implement principles of design for major buildings and groups of buildings to develop solutions to program needs and/or deficiencies.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

28. Estimate building costs, materials, soft cost, and labor, to develop solutions for the analysis of change orders and contract management.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

29. Review civil, structural, electrical, and mechanical engineering plans related to building systems to ensure all alternatives to these disciplines are considered in project scope, cost, and design.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

30. Provide technical assistance and information to management, staff, and other stakeholders to establish and maintain effective working relationships.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

31. Prepare documents, graphs, photographs, and charts to provide clear and concise information to stakeholders.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

**THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT
PLEASE COMPLETE AFFIRMATION STATEMENT IN THE NEXT PAGE**

AFFIRMATION STATEMENT

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand the information provided by me on this Qualifications Assessment AND the Examination Application (STD. 678) 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 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.

SIGNATURE:

PRINTED NAME:

DATE:

THIS COMPLETES THE QUALIFICATIONS ASSESSMENT PACKAGE.