



Structural Design Technician I

Departmental Open

Exam Code: 8TR50

Department: Caltrans

Bulletin Revision Date: March 12, 2019

Cut-off Date: Continuous

Monthly Salary: \$3,688.00 to \$4,616.00

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans strives to maintain a diverse workforce and to provide EEO to all applicants, employees, clients, and customers, without regard to race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as 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.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination. Once you have list eligibility, you may not reapply for 12 months from your eligibility date. Candidates that are unsuccessful in the examination must wait six (6) months before reapplying to take the examination.

FILING INSTRUCTIONS

Applications ([STD 678](#)) must be received or postmarked no later than the cut-off. 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. Faxed or emailed applications will NOT be accepted. **THE EXAMINATION TITLE AND A VALID EMAIL ADDRESS MUST BE INDICATED ON THE APPLICATION.**

***FILE BY MAIL:**

Caltrans
Examination Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

***FILE IN PERSON:**

Caltrans
Examination Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816

***Candidates are responsible for obtaining proof of mailing or submission of their application to Examination Services.**

****If using your college education to meet the minimum qualifications, college transcripts must be submitted with your application (STD. 678). Unofficial transcripts will be accepted for entrance into the examination, however, official transcripts may be required prior to appointment.**

POSITION STATEMENT

This is the entry and first journey level of the series. Under supervision, incumbents prepare simple drawings and assist in the preparation of complete design, construction, and as-built drawings for a variety of structures from design notes and sketches; make related engineering calculations and plot data from field notes; prepare quantity estimates; check shop plans; calculate horizontal and vertical alignment and related dimensions of structures for layout of average difficulty; use state-of-the-art technology, i.e., Computer-Aided Drafting/Design (CADD) and related programs, to determine layout and details of various types of structures; and assist in geometric design of average difficulty.

ELIGIBLE LIST INFORMATION

A Departmental Open eligible list will be established statewide for use by all state agencies. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Candidates who meet the minimum qualifications, as stated on this examination announcement, may apply for this examination. All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Click on the link below to review the California State Personnel Board class specification:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/3038.aspx>

MINIMUM QUALIFICATIONS**EITHER I**

One year of experience in the California state service performing the duties of a Drafting Services Aid, Range B

OR II

Sixty semester or equivalent quarter units of college education, 30 units of which must have been in engineering, drafting, or other related areas (45 semester or equivalent quarter units

of college education will admit an applicant to the competition, but he/she must produce evidence of completion of the total college requirement before he/she will be considered for appointment). **

OR III

Two years of structural drafting experience in an engineering office equivalent in duties and level of responsibility to a Drafting Services Aid, Range B in the California state service. [College education in engineering or drafting may be substituted for the experience requirement on the basis of one year (30 semester units or equivalent quarter units) of education is equivalent to one year of experience.] **

****If using your college education to meet the minimum qualifications, college transcripts must be submitted with your application (STD. 678). Unofficial transcripts will be accepted for entrance into the examination, however, official transcripts may be required prior to appointment.**

EXAMINATION INFORMATION

This examination will consist of an online examination weighted 100%. To obtain a position on the eligible list, a minimum score of 70% must be attained. **Candidates that meet the minimum qualifications will be sent the link to access the on-line examination.**

Applications will be accepted on a continuous basis.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Details, methods, and layouts used in the preparation of structural design and construction drawings for a variety of structures
2. Basic engineering mathematics
3. State-of-the-art-technology (i.e., (CADD) Computer Draft Aide and Design and related computer programs) used to determine bridge, bridge related structures, roadway layout, detail drawings, and create geometric design for various types of structures

Ability to:

1. Communicate at a level required for successful job performance
2. Follow written and oral directions
3. Draft neat, accurate, and legible plans of average difficulty
4. Interpret sketches, drawings, and plans of average difficulty
5. Use state-of-the-art- technology (i.e., Computer Draft Aide and Design (CADD), Microsoft, and related computer programs)
6. Make basic mathematical calculations related to quantities
7. Assist in performing geometric design of average difficulty
8. Make basic mathematical calculations related to quantities
9. Plot data from engineering field notes
10. Prepare graphs and charts

VETERANS' PREFERENCE

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

CAREER CREDITS

Career Credits will not be granted in this examination.

CONTACT INFORMATION

For more information regarding this examination, please contact the examination analyst at (916) 227-7855.

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination 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.

Caltrans 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 competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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) service-wide 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.

Veterans' Preference: Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status

and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

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

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Executive Selection Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.