



DIRECT CONSTRUCTION SUPERVISOR I-II

Examination Type: Open - Statewide
Examination Code: 9GS3001 & 9GS3002
Final Filing Date: Continuous

CLASSIFICATION DETAILS

Salary Range:

Direct Construction Supervisor I: \$7,269.00 - \$9,102.00

Direct Construction Supervisor II: \$9,114.00 - \$11,321.00

View the [Direct Construction Supervisor I](#) class specifications.

View the [Direct Construction Supervisor II](#) class specifications.

APPLICATION INSTRUCTIONS

Who Should apply:

This is an open, continuous examination administered by the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis.

How to Apply:

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) **and** Qualifications Assessment. The Qualifications Assessment can be found following this exam bulletin.

Note: Resumes alone will not be accepted. The examination title must be indicated on the application.

A FAXED or EMAILED APPLICATION AND QUALIFICATIONS ASSESSMENT WILL NOT BE ACCEPTED.

You may submit your examination package by mail to:

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

Applications (STD 678) and Qualifications Assessments must be RECEIVED no later than the cut-off date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered for the purpose of determining timely filing of an application.

Or you may submit in person at:

**707 3rd Street, 7th Floor
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, to the street address as listed above.

Special Testing Arrangements:

If you have a disability and need special testing arrangements, mark the appropriate box on 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.

TEST DATES

This examination will be administered quarterly. All completed applications and Qualification Assessments submitted by the cut-off date will be processed for that month’s administration. However, if the Application and Qualification Assessment is received after the cut-off date, it will be held for the next scoring period. **The cut-off dates will be as follows:**

- March 15, 2022**
- June 15, 2022**
- September 15, 2022**
- December 15, 2022**

Note: Applications and Qualification Assessments may be processed on a flow basis prior to the cut-off date to meet the hiring needs of the department.

MINIMUM QUALIFICATIONS

Direct Construction Supervisor I:

Pattern I

Two years of experience performing duties equivalent to Supervisor of Building Trades or Restoration Supervisor I in California state service.

Pattern II

Five years' experience, either:

1. As a California licensed general building or engineering contractor, supervising construction or alteration of major buildings, such as schools, hospitals or other large buildings;

Or

2. As a fulltime construction superintendent on such buildings. (Experience in California state service applied toward these requirements must include at least two years in a class at a salary level at least equivalent to Supervisor of Building Trades.)

And

Education: Completion of the equivalent of 60 semester units of college courses with major work in architecture, engineering, or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Direct Construction Supervisor II:

Pattern I

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

Pattern II

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

And

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

THE POSITION

Direct Construction Supervisor I

Under the general direction of a Direct Construction Supervisor II, the Direct Construction Supervisor I is responsible for the supervision and coordination of all direct construction projects in a geographical area; and to do other related work.

Direct Construction Supervisor II

Under general direction of a Direct Construction Supervisor III, the Direct Construction Supervisor II is responsible for supervision and coordination of all direct construction projects statewide; and to do other related work.

EXAMINATION SCOPE

This examination consists of the following components:

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. Materials, methods, and processes required in the construction of wood, steel frame, masonry and concrete buildings;
2. work of the various building trades;
3. various codes and safety orders applicable to building construction;
4. construction contracting practices, including estimating, division of work, scheduling and organizing construction work;
5. plumbing, heating and ventilating, and electrical work;
6. principles of effective supervision;
7. the Department's Affirmative Action Program objectives;
8. the supervisor's role in the Equal Employment Opportunity and the processes available to meet Equal

Employment Opportunity objectives.

B. Ability to:

1. Read and understand construction plans and specifications;
2. calculate material quantities;
3. direct the work of others;

ELIGIBLE LIST INFORMATION

An open eligible list will be established for the Department of General Services. The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twenty four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

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

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

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

CONTACT INFORMATION

If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, Erica Rothenberg, Exam Analyst at (916) 376-5454.

California Department of General Services
Office of Human Resources – Examination Unit
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Phone: (916) 376-5401

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.

GENERAL INFORMATION

Applications are available at local offices of the Employment Development Department, the Department noted on the bulletin, or on the Internet at [CalCareer Account](#).

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

High School Equivalence: Equivalent to completion of the 12th 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.

Bulletin Revision Date: 03/21/22



Direct Construction Supervisor I-II Qualifications Assessment

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GENERAL INSTRUCTIONS

READ INSTRUCTIONS CAREFULLY

This Qualifications Assessment is the examination for the Direct Construction Supervisor I-II classifications. This examination will provide you with an opportunity to demonstrate your knowledge and experience in a variety of areas.

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

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

WHAT DOES THE EXAMINATION PACKAGE CONSIST OF?

The Examination Package consists the following:

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

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

MAILING INSTRUCTIONS

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

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

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

Note:

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

Direct Construction Supervisor I-II Qualifications Assessment

CANDIDATE INFORMATION

Name: _____

Social Security Number: _____

Home Telephone Number: _____

Work Telephone Number: _____

E-mail Address: _____

PRIOR STATE EMPLOYMENT INFORMATION

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

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

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

<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

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

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form below.

- (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:

- 1900 **LOS ANGELES COUNTY**
 3400 **SACRAMENTO COUNTY**
 3700 **SAN DIEGO COUNTY**
 5700 **YOLO COUNTY**

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

Please refer to your [CalCareers Account](#) and log into to update address changes and/or availability for employment changes or contact Department of General Services for assistance at the following address:

Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Attention: Erica Rothenberg
(916) 376-5454

START HERE FOR THE QUALIFICATIONS ASSESSMENT

EXPERIENCE – QUALIFICATIONS ASSESSMENT

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 not paid).

1. Overseeing personnel in the discussion and resolution of matters on a construction project.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

2. Overseeing clients in the discussion and resolution of matters on a construction project.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

3. Overseeing contractors in the discussion and resolution of matters on a construction project.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

4. Assisting design professionals in the discussion and resolution of matters on a construction project.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

5. Coordinating with regulatory agencies in the discussion and resolution of matters on a construction project.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

6. Overseeing planning, organization, and direction of activities concerned with the construction, repair, and maintenance of structures, facilities, and systems.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
 24 months to 36 months
 Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
 Monthly/Quarterly
 Semi-Annual/Annual
 Never

Have you performed this task within the last 5 years?

- Yes
 No

7. Communicating with clients to understand their intended scope in order to accomplish and deliver projects timely, to code, on budget, and to the clients' satisfaction.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
 24 months to 36 months
 Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
 Monthly/Quarterly
 Semi-Annual/Annual
 Never

Have you performed this task within the last 5 years?

- Yes
 No

8. Developing a project schedule to ensure the project moves forward in a logical and organized fashion utilizing accepted construction industry standards.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
 24 months to 36 months
 Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
 Monthly/Quarterly
 Semi-Annual/Annual
 Never

Have you performed this task within the last 5 years?

- Yes
 No

9. Reviewing project schedules developed by subordinate staff.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

10. Approving project schedules.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

11. Developing a project management plan to ensure the project moves forward in logical and organized fashion utilizing accepted construction industry standards.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

12. Reviewing project management plans developed by subordinate staff for accuracy, budget, and scope.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

13. Approving project management plans.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

14. Training staff in the use of approved task and time scheduling programs such as Microsoft Project.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

15. Overseeing labor staffing requirements based on specific project needs per mandated state labor codes and requirements to maintain adequate labor force on each construction project.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

16. Conducting regular site visits to inspect and review projects to ensure compliance with Title 24 Building Standards, plans, specifications and other regulatory agency requirements.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

17. Completing daily reports on the progress of construction projects.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

18. Reviewing daily reports submitted by subordinate staff on the progress of construction projects.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

19. Requesting and preparing construction contracts.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

20. Requesting and processing change orders by negotiating changes and additions to contractual agreements with contractors and clients.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

21. Reviewing invoice requests for accuracy.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

22. Approving invoice requests for payment.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

23. Ensuring that all necessary permits and licenses have been obtained prior to the start of construction as mandated by the jurisdiction of the responsible regulatory authority.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

24. Directing and supervising construction personnel in approved construction practices to ensure projects are on time, on budget and to customer satisfaction.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

25. Training construction personnel in approved construction practices to ensure projects are completed with accuracy.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

26. Training staff to recognize workplace hazardous conditions and to be in compliance with all state and federal Occupational Safety and Health Administration (OSHA) guidelines by conducting and documenting weekly safety training for staff.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

27. Assigning projects to personnel based on their level of expertise, skill, and project workload.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

28. Reviewing and approving requests for purchase and/or service orders from team leaders to acquire materials and services for projects.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

29. Assisting in the resolution of personnel issues by recommending appropriate actions to create a congenial and professional work environment.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

30. Writing clear and concise reports to disseminate information to clients and/or interested parties to communicate job progress and/or fiscal status.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

31. Writing clear and concise project related correspondence to disseminate information to clients and/or interested parties to communicate job progress and/or fiscal status.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

32. Reviewing and approving time reports, request for time-off, and daily reports.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

33. Reconciling labor reports on jobs in order to ensure accurate fiscal reporting of each project.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

34. Assisting in the preparation and evaluation of cost estimates in part by performing a constructability review.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

35. Conducting pre-bid meetings on construction sites with outside contractors in the preparation of bid documents.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

36. Reviewing applications from candidates being considered for casual labor.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

THIS CONCLUDES THE EXPERIENCE SEGMENT OF THE **DIRECT CONSTRUCTION SUPERVISOR I EXAM**.

IF YOU ARE NOT APPLYING FOR THE **DIRECT CONSTRUCTION SUPERVISOR II EXAM**, SKIP TO PAGE 40 TO CONTINUE TO THE NEXT SEGMENT OF THE EXAM: KNOWLEDGE, SKILLS, AND ABILITIES (KSA).

IF YOU ARE APPLYING FOR THE **DIRECT CONSTRUCTION SUPERVISOR II EXAM**, CONTINUE THE EXPERIENCE SEGMENT ON THE FOLLOWING PAGE.

37. Developing a project scope to confirm compliance with proposed project deliverables per project authorization.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

38. Developing a project budget to confirm agreement with proposed project deliverables per project authorization.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

39. Managing accounting and financial correspondence.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

40. Managing construction contracts, both electronic and paper.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

41. Managing design contracts, both electronic and paper.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

42. Organizing in-house staff and external staff by defining their roles and responsibilities and administering deliverables and tasks.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

43. Organizing in-house staff and external staff by creating schedules.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

44. Organizing in-house staff and external staff by writing scopes of work.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

45. Organizing in-house staff and external staff by writing contract documents.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

46. Organizing in-house staff and external staff by writing management plans.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

47. Administering project funding in order to complete projects within allocated funding.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

48. Utilizing Microsoft Office.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

49. Utilizing Microsoft Project.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

50. Utilizing Microsoft Excel.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

51. Developing a Request for Qualifications (RFQ), including advertisement, project description and consultant qualifications, to obtain consultant services for projects.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

52. Evaluating the qualifications submitted by the RFQ respondent in order to determine the most qualified consultants for interviews.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

53. Developing a scope of work for clients on a program and/or project in order to manage costs within the scope and budget language.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

54. Developing a Schedule of Values (SOV) for a program/project in order to manage costs within the scope and budget language.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

55. Monitoring the progress of construction contracts to ensure compliance.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

56. Approving progress payments.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

57. Reviewing time charges.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

58. Reviewing and approving deliverables.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

59. Participating in project meetings.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

60. Developing bid documents in order to specify requirements for bidding and contract performance by customizing front-end and Construction Specifications Institute (CSI) Division I of the contract documents and merge consultant documents.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

61. Developing a Request for Proposal (RFP) for construction projects.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

62. Writing advertisements, including project scope, location, estimated cost, and required licenses for prime construction contractor in order to solicit qualified contractors.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

63. Responding to questions by bidders in order to clarify the contract requirements by obtaining design consultant responses utilizing bid addenda.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

64. Reviewing documents prepared by subordinate staff such as cost estimates, approval forms, and contracts.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

65. Ensuring compliance with California Environmental Quality Act (CEQA) during construction by coordinating with appropriate staff and consultants, responding to public concerns and monitoring mitigation measures.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

66. Coordinating with interdisciplinary team members to ensure compliance with project scope, schedule, and budget.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

67. Reviewing and commenting on documents as part of managing the construction process.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

68. Obtaining client approval as part of managing the construction process.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

69. Obtaining funding authorization and other regulatory approval as part of managing the construction process.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

70. Establishing a bid schedule as part of managing the bid process.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

71. Conducting pre-bid conferences as part of managing the bid process.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

72. Responding to bidders' questions as part of managing the bid process.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

73. Creating an addendum as part of managing the bid process.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

74. Ensuring regulatory approvals as part of managing the construction process.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

75. Coordinating a contract award as part of managing the construction process.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

76. Executing a Notice to Proceed (NTP) as part of managing the bid process.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

77. Managing sustainability elements of projects such as Leadership in Energy and Environmental Design (LEED), incentive programs, executive orders, administrative orders, and/or statutory requirements by incorporating appropriate measures into the construction of projects.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

78. Managing utility elements of projects (e.g., design requirements, connection fees, scheduling, installation, inspections) by coordinating with utility representatives and project team members.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

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

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

80. Managing code compliance, legislative statutes and administrative requirements (e.g., Government Code, Public Contract Codes, Public Resource Code, State Budget Act, SAM, etc.) by researching and implementing all applicable elements into the project.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

81. Developing a scope of work including construction inspection, environmental documents, space planning, design services, leasing, peer/constructability review, and energy assessments to facilitate completion of a project.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

82. Developing a Professional Service Agreement (PSA) in order to provide consultant services (e.g., construction inspection, environmental documents, space planning, design services, leasing, peer/constructability review, energy assessments).

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

83. Coordinating with legal counsel in order to develop, award and execute the various contracts required for the implementation of a project.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

84. Coordinating with contract staff in order to develop, award and execute the various contracts required for the implementation of a project.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

85. Developing a scope of work for specialty consultants for ancillary services (e.g., inspections, material testing) in order to assure quality control for contractor's work.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

86. Conducting pre-construction meetings outlining internal staff and contractor's roles and responsibilities during construction, in order to clarify the contract requirements.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

87. Analyzing contractor's initial schedule of values/cost-loaded construction schedule in order to assure it meets contract requirements.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

88. Leading construction progress meetings to ensure project objectives are met, minutes are taken and distributed timely, and to keep all parties aware of the status of the project.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

89. Managing the construction team to ensure successful completion of the project.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

90. Coordinating engineers as part of the construction team to ensure successful completion of the project.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

91. Managing inspectors as part of the construction team to ensure successful completion of the project.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

92. Managing construction managers to ensure successful completion of the project.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

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

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

94. Managing the construction schedule to ensure adherence to the overall project schedule.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

95. Ensuring processing of permits and fees to local governments, utilities, and other entities in accordance with contractual and permit obligations by written approval.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

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

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

97. Analyzing proposed change orders to determine the potential impact to the project (e.g., schedule, budget, deliverables, client programs, moving or leasing agreements and performance criteria) using office guidelines.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

98. Authorizing change orders in compliance with terms and conditions of the contract.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

99. Managing claims process in compliance with terms and conditions of the contract.

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

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

Select one that best relates to the length of your experience performing this task:

- 37 plus months
- 24 months to 36 months
- Zero to 23 months

Select one that best relates to how often you performed this task:

- Weekly
- Monthly/Quarterly
- Semi-Annual/Annual
- Never

Have you performed this task within the last 5 years?

- Yes
- No

THIS CONCLUDES THE EXPERIENCE SEGMENT OF THE **DIRECT CONSTRUCTION SUPERVISOR II** EXAM.

CONTINUE TO THE KNOWLEDGE, SKILL OR ABILITY (KSA) SEGMENT ON THE FOLLOWING PAGE

KNOWLEDGE, SKILL OR ABILITY (KSA) - QUALIFICATIONS ASSESSMENT

Read each statement carefully and select the option that best relates to your knowledge, skill or ability (KSA). Your knowledge, skill or ability includes your education, training courses, and/or work experience (paid or not paid).

1. Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures and facilities.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

2. Knowledge of arithmetic, algebra and geometry, and their applications in construction.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

3. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar to facilitate written communication.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

4. Knowledge of principles and processes for providing client(s) with professional construction services.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

5. Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor requirements, and personnel time reporting systems.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

6. Knowledge of effective supervision practices and techniques to plan, oversee, and direct the work activities of all subordinate employees to provide a professional work environment.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

7. Knowledge of Equal Employment Opportunity (EEO) and the processes available to meet the department's EEO objectives as it relates to the supervision and management of departmental personnel to be in compliance with the goals of the department and for the purposes of providing a harassment free work environment.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

8. Knowledge of the contracting process to enter into Public Works contracts for materials or services from outside vendors, contractors or other state agencies to complete various constructions projects.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

9. Knowledge of corrective actions and progressive disciplinary techniques to provide effective, appropriate monitoring, coaching, and counseling of the work performance of subordinate staff.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

10. Knowledge of various building trade workers discipline and skill levels to provide a competent qualified construction workforce.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

11. Knowledge of the California Building Code (Title 24) and industrial safety orders as they relate to the construction industry.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

12. Knowledge of word processing, spreadsheet software, electronic mail and calendaring software (e.g., Microsoft Word, Excel, Outlook, etc.) to prepare correspondence, reports and procurement processes.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

13. Skill in reviewing plans and specifications for constructability of a project.

Select one that best describes your skill:

- Extensive Skill (have applied this in an actual setting while performing a job)
- Moderate Skill (have performed this task but required general supervision)
- Limited Skill (have education and/or training or have minimally applied it to a job)
- No Skill (no experience, education or training)

14. Skill in using mathematics to solve construction related issues to ensure accurate construction dimensioning, quantity take-offs and cost related considerations.

Select one that best describes your skill:

- Extensive Skill (have applied this in an actual setting while performing a job)
- Moderate Skill (have performed this task but required general supervision)
- Limited Skill (have education and/or training or have minimally applied it to a job)
- No Skill (no experience, education or training)

15. Skill to operate a personal computer in order to prepare correspondence, reports and procurement documents.

Select one that best describes your skill:

- Extensive Skill (have applied this in an actual setting while performing a job)
- Moderate Skill (have performed this task but required general supervision)
- Limited Skill (have education and/or training or have minimally applied it to a job)
- No Skill (no experience, education or training)

16. Skill to use standard office equipment and machines including scanner, copy machine, telephone, and calculator.

Select one that best describes your skill:

- Extensive Skill (have applied this in an actual setting while performing a job)
- Moderate Skill (have performed this task but required general supervision)
- Limited Skill (have education and/or training or have minimally applied it to a job)
- No Skill (no experience, education or training)

17. Skill in communicating effectively in writing as appropriate for the needs of the construction team.

Select one that best describes your skill:

- Extensive Skill (have applied this in an actual setting while performing a job)
- Moderate Skill (have performed this task but required general supervision)
- Limited Skill (have education and/or training or have minimally applied it to a job)
- No Skill (no experience, education or training)

18. Skill in identifying the best people for the job and directing selected trades workers appropriately to complete various construction projects on schedule, on budget and to the client's satisfaction.

Select one that best describes your skill:

- Extensive Skill (have applied this in an actual setting while performing a job)
- Moderate Skill (have performed this task but required general supervision)
- Limited Skill (have education and/or training or have minimally applied it to a job)
- No Skill (no experience, education or training)

19. Skill in overseeing, directing and evaluating the work of subordinate staff to ensure conformity to plans and specifications, and compliance with the California Building Codes (Title 24) and various regulatory agencies.

Select one that best describes your skill:

- Extensive Skill (have applied this in an actual setting while performing a job)
- Moderate Skill (have performed this task but required general supervision)
- Limited Skill (have education and/or training or have minimally applied it to a job)
- No Skill (no experience, education or training)

20. Skill in delegation of project assignments by determining the appropriate level of responsibility for subordinate employees.

Select one that best describes your skill:

- Extensive Skill (have applied this in an actual setting while performing a job)
- Moderate Skill (have performed this task but required general supervision)
- Limited Skill (have education and/or training or have minimally applied it to a job)
- No Skill (no experience, education or training)

21. Ability to concisely communicate information and ideas orally to ensure direction is made clear to others.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

22. Ability to sequence construction tasks in a logical order for scheduling purposes.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

23. Ability to read and understand information and ideas presented in writing to avoid miscommunication.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

24. Ability to monitor and review information from inspectors, clients, daily job reports and subordinates to assess project status on a continuous basis.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

25. Ability to inspect structures and materials to ensure compliance with codes, standards, plans and specifications.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

26. Ability to communicate appropriately and professionally with all persons on the project team.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

27. Ability to estimate sizes, distances, and quantities.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

28. Ability to determine time, costs, resources, labor and materials needed to complete a construction activity.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

29. Ability to train, develop and provide training programs and presentations to staff to ensure uniform standards of all employees.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

30. Ability to read, understand and interpret construction plans and specifications to complete construction projects on schedule, on budget and to the client's satisfaction.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

31. Ability to perform multiple tasks and work on projects of varying complexity simultaneously, maintaining appropriate control and oversight of tasks/projects completed.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

THIS CONCLUDES THE KNOWLEDGE, SKILL, AND ABILITY (KSA) SEGMENT OF THE **DIRECT CONSTRUCTION SUPERVISOR I EXAM**.

IF YOU ARE NOT APPLYING FOR THE **DIRECT CONSTRUCTION SUPERVISOR II EXAM**, SKIP TO PAGE 56 TO COMPLETE YOUR AFFIRMATION STATEMENT.

IF YOU ARE APPLYING FOR THE **DIRECT CONSTRUCTION SUPERVISOR II EXAM**, CONTINUE THE KSA SEGMENT ON THE FOLLOWING PAGE.

32. Knowledge of Request for Qualifications (RFQ) and Request for Proposals (RFP) as related to the selection and awarding of contracts for the construction of projects.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

33. Knowledge of construction management process (e.g., oversight of Architect/Engineer, owner/client representative, and construction process; coordination of submittals, RFIs, change orders, claims, and project safety) related to the construction of building projects in.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

34. Knowledge of project scheduling and scheduling software (e.g., design, construction, pre-and post-construction, cost loading).

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

35. Knowledge of appropriate levels of in-house, consultant and/or contractor staff required to complete all phases of the design and construction of building projects.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

36. Knowledge of cost estimating and value engineering processes related to the design and construction of building projects in accordance with industry standards.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

37. Knowledge of funding delivery methods (e.g., General obligation bonds, lease-purchase bonds, General Funds, owner-finance, funding partnerships).

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

38. Knowledge of consultant fee structures (e.g., architecture, engineering, construction management, environmental).

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

39. Knowledge of construction bid process (e.g., advertisement, addenda, preparation of contractor's bid, organizing and receipt of bids) in accordance with industry practices, State statutes, policies and procedures.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

40. Knowledge of project cost accounting (e.g., invoice and change order analysis, project budgeting).

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

41. Knowledge of the design management process (e.g., architecture, engineering, space planning, urban planning, programming, master planning) for commercial, institutional, industrial, and multi-building construction.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

42. Knowledge of commercial, institutional, industrial, and multi-building construction means, methods, and materials required to execute a construction project.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

43. Knowledge of construction delivery methods (e.g., design-bid-construction, design-build, lease build-to-suit, lease-purchase).

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

44. Knowledge of construction specifications (e.g., general conditions, supplementary conditions, bidding requirements, technical specifications, Construction Specifications Institute format).

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

45. Knowledge of the proper use of building trades (e.g., plumbing, electrical, mechanical, site-work, and concrete).

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

46. Knowledge of Building Codes and standards (e.g., California Building Code, Uniform Building Code (UBC), National Fire Protection Association (NFPA), American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE), American Society of Civil Engineers (ASCE), etc.).

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

47. Knowledge of local, State, and federal permitting requirements related to the design and construction of building projects.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

48. Knowledge of city and county zoning and planning ordinances related to the design and construction of building projects.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

49. Knowledge of California Environmental Quality Act (CEQA).

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

50. Knowledge of National Environmental Policy Act (NEPA).

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

51. Knowledge of the claims resolution process (e.g., compromise and settlement, mediation, arbitration, litigation).

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

52. Knowledge of program, project, and construction management practices in order to effectively manage programs, projects, and staff.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

53. Knowledge of formal and informal aspects of the legislative and budgetary process to aid and/or facilitate the client's implementation of a project/program.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

54. Knowledge of principles, practices, and trends of public and business administration (e.g., management analysis, planning, and program evaluation) to effectively supervise staff and provide recommendations to clients and senior management.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

55. Knowledge of principles and methods of personnel management and supervision (e.g., Individual Development Plan (IDP), training requests, various leave types, Memorandum of Understanding (MOU), travel, etc.) related to daily operations to effectively manage branch operations.

Select one that best describes your knowledge:

- Extensive Knowledge (have applied this in an actual setting while performing a job)
- Moderate Knowledge (have performed this task but required general supervision)
- Limited Knowledge (have education and/or training or have minimally applied it to a job)
- No Knowledge (no experience, education or training)

56. Ability to administer design and construction contracts to ensure full compliance in accordance with industry standards and divisional/departmental policies and procedures.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

57. Ability to establish and maintain complete and accurate project files to effectively manage a program/project.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

58. Ability to visit and observe a project site at any location throughout the State, with various site conditions, at every stage of the project (pre-design through construction) to effectively manage a project.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

59. Ability to organize, distribute and maintain project budgets to ensure project is completed within approved appropriation utilizing computerized accounting system.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

60. Ability to use mathematics and equations common to architecture, engineering, construction and accounting (e.g., addition, subtraction, multiplication, division, percentages, area, volume, quantities, units).

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

61. Ability to read, comprehend, and analyze architectural and engineering drawings and specifications (e.g., preliminary plans, working drawings, bid documents) to verify completeness and consistency with project scope and State contracting requirements in accordance with industry standards and divisional/departmental policies and procedures.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

62. Ability to read, comprehend, and analyze written materials in English (e.g., technical report, codes, submittals, legal documents, manuals and instructions, accounting documents, contracts, requests for qualifications) to fully understand their intent and significance of the documents to the project.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

63. Ability to deliver professional oral presentations in English to different groups (e.g., elected officials, local government, neighborhood associations, advocacy groups, historical societies, upper management) to adequately describe the project and any related issues.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

64. Ability to prepare effective (e.g., organized, understandable, readable, legible) written reports, correspondence, advertisements, and contracts using correct English grammar, punctuation, and spelling by compiling information into a professional document to adequately describe the project and any related issues.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

65. Ability to evaluate prospective consultant teams, through written materials or personal interview, in order to select the most qualified team for a specific project.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

66. Ability to develop and initiate an effective course of action in a timely manner in situations involving limited information, changing or unforeseen conditions, or potential client risks to mitigate program/project impacts.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

67. Ability to comply with policies and/or managerial directives, including those that are contrary to personal beliefs (e.g., supporting policies that are disliked or unpopular), to effectively implement departmental policies and/or program/project decisions.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

68. Ability to maintain personal integrity and demonstrate ethical practices in the conduct of State business to comply with departmental expectations in accordance with departmental policies.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

69. Ability to overcome obstacles, analyze details and remain focused in order to complete projects in a timely fashion.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

70. Ability to take initiative to update skills in order to remain current with industry standards and new procedures.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

71. Ability to resolve conflicts (e.g., scheduling, finances, unsatisfactory work or performances) with consultants, contractors, and in-house staff to meet project objectives.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

72. Ability to assign and delegate tasks by considering staff availability and capabilities, competing demands, and time requirements.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

73. Ability to monitor and evaluate ongoing work of staff to ensure that work and staff meet performance standards in accordance with departmental policies.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

74. Ability to lead and motivate staff to meet performance standards in accordance with departmental policies.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

75. Ability to identify and provide staff with resources needed to complete assigned tasks.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

76. Ability to assess professional development needs of staff and identify training/activities.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

77. Ability to analyze situations and potential risks to make rational judgments and decisions in a timely manner, in order to properly manage and/or complete the program/project.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

78. Ability to interact with clients and demonstrate sensitivity to their needs in order to establish and maintain a supportive and professional working relationship.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

79. Ability to maintain composure and act in a professional manner when faced with hostility, hysteria, irrationality, crying, yelling/shouting, or unresponsiveness in all situations.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

80. Ability to plan, facilitate and/or participate in meetings in order to accomplish the program/project objectives (e.g., discussions/decisions on scope, budget, schedule).

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

81. Ability to organize and work effectively within a team framework (e.g., co-workers, contractors, clients, consultants), both as a team leader and/or member to ensure successful completion of the project and maintain a positive work environment.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

82. Ability to provide advice on your area of expertise in building design and construction, upon request by peers, clients, senior management, etc.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

83. Ability to interact with professionals in other fields (e.g., legal counsel, accountants, elected officials, media) to effectively communicate project issues/information.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

84. Ability to actively listen to individuals to better understand any issues, enhance the working relationship, and develop an appropriate response or course of action.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

85. Ability to initiate and complete program/project tasks to ensure project maintains scope, schedule and budget in accordance with industry standards and divisional/departmental policies and procedures.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

86. Ability to establish program/project priorities daily by using time management techniques to effectively manage all work assigned.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

87. Ability to negotiate with clients, contractors, and consultants regarding financial project issues such as change orders and fees to ensure project stays within budget.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

88. Ability to adhere to all applicable State statutes, policies and procedures to avoid placing the State at risk of legal action.

Select one that best describes your ability:

- Extensive Ability (have applied this in an actual setting while performing a job)
- Moderate Ability (have performed this task but required general supervision)
- Limited Ability (have education and/or training or have minimally applied it to a job)
- No Ability (no experience, education or training)

**THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT
PLEASE COMPLETE THE AFFIRMATION STATEMENT ON THE FOLLOWING PAGE**

AFFIRMATION STATEMENT

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand the information provided by me on this Qualifications Assessment is true and correct to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

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:

DATE:

NAME (PRINTED):

THIS COMPLETES THE EXAMINATION PACKAGE