



Office of Statewide Health  
Planning and Development

## COMPLIANCE OFFICER, HEALTH FACILITIES CONSTRUCTION

**Exam Code: 9SHAA**

**Department:** Office of Statewide Health Planning and Development

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

### CLASSIFICATION DETAILS

**Compliance Officer, Health Facilities Construction – \$8,985.00 - \$11,248.00** per month.

For more information view the [classification specification](#).

### APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Applications are accepted continuously throughout the year; however, they will only be processed during the administration period following the cut-off dates listed below.

- May 15, 2020
- June 15, 2020
- July 15, 2020
- August 17, 2020
- September 16, 2020
- October 15, 2020
- November 17, 2020
- December 15, 2020

Applications must be postmarked by the cut-off date. Applications received via hand delivery or interagency mail after 5:00pm on the cut-off date will be held for the next administration period. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered postmark dates for the purpose

of determining timely filing. State applications must have an original signature. The examination title must be indicated on the application. Faxed or emailed applications will not be accepted.

## WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **9** months.

## HOW TO APPLY

**Complete and submit the following documents to the address indicated below. DO NOT SUBMIT DOCUMENTS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR).**

- [State Application \(STD. 678\)](#)
- [Qualifications Assessment Questionnaire and signed Affirmation Statement](#)
- **Proof of completion of the required education (copies are acceptable)**

**Note: Application packages submitted without all of these documents will be rejected.**

**Mail or Hand deliver apps to:**

**Office of Statewide Health Planning and Development  
Human Resources Services Section**

**Attention: S Shea**

**2020 West El Camino Avenue, Suite 1016  
Sacramento, CA 95833**

**Special Testing Arrangements:**

If you have a disability and need special testing arrangements, mark “yes” for question #10 on the State Application STD. 678 (Rev. 7/2019) and include a completed Accommodation Request form STD. 679. The Examination Unit will contact you to make special testing arrangements.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to ensure you meet the minimum qualifications stated on this announcement. Your signature on the State Application (STD. 678) indicates that you have read, understood, and possess the minimum qualifications required.

Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the minimum requirements does not assure a place on the eligible list.

Note: All State Applications (STD.678) must include: “to” and “from” dates (month/day/year), hours worked per week, official job titles/classifications, and duties performed. State Applications (STD.678) received without this information may be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### **COMPLIANCE OFFICER, HEALTH FACILITIES CONSTRUCTION**

#### **EITHER I**

Two years of experience in the California state service performing difficult construction inspection/supervision duties for the construction or modification of a full range of health facilities or other complex, multistoried buildings at a level not less than that of Construction Supervisor I.

#### **OR II**

Four years of experience as the representative of an architect, engineer, or building owner performing full-time technical inspection or supervision of general building construction projects. (Experience working as a full-time technical inspector or supervisor for an architect, engineer, or owner of a building under construction may be substituted on a year-for-year basis.) (Experience as a plan checker or field inspector for a city or county building department may substitute for up to one-half of the required experience on a year-for-year basis.)

#### **And**

The equivalence of graduation from college with major work in engineering or architecture. (Additional qualifying experience may substitute for education on a year-for-year basis.)

## **POSITION DESCRIPTION**

### **COMPLIANCE OFFICER, HEALTH FACILITIES CONSTRUCTION**

Under general direction, incumbents within an assigned geographical area are responsible for enforcing construction standards as contained in Title 24 of the Health and Safety Code, monitoring the work of private sector certified resident inspectors; and advising project participants on construction methods, techniques and materials, and code-related matters.

## POSITION LOCATION

Positions exist in Sacramento and Los Angeles counties.

## EXAMINATION SCOPE

This examination consists of the following components:

Qualification Assessment Questionnaire – Weighted 100% of the final score.

The examination will consist solely of a **Qualification Assessment Questionnaire**.

A final score of 70% must be attained to be placed on the eligible list.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### Knowledge and Abilities

Knowledge of: Building construction practice, scheduling, and record keeping with special emphasis on health facility projects; materials and construction methods; familiarity with Title 24 Building Codes and Regulations; requirements for health facilities; principles and methods of estimating construction costs, including costs of labor, material, and overhead.

Ability to: Analyze situations accurately and take effective action; establish and maintain effective cooperative relationships with those contacted in the course of the work; write clear and comprehensive status reports and correspondence; give interpretation, clarification and guidance regarding codes, regulations, laws, industry practice, etc.; and make determinations on all inspection and test reports.

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **COMPLIANCE OFFICER, HEALTH FACILITIES CONSTRUCTION** classification will be established for:

### OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

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

Veterans 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 are not granted for the examinations administered on an Open basis or Promotional basis.

## PREPARING FOR THE EXAMINATION

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

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## CONTACT INFORMATION

Office of Statewide Health Planning and Development  
Human Resources Services Section  
2020 West El Camino Avenue, Suite 1016  
Sacramento, CA 95833  
Phone: (916) 326-3218

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

Office of Statewide Health Planning and Development website: <https://oshpd.ca.gov/>

## 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 workplace. Any applicant for State employment will be expected to behave in accordance with this

objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## GENERAL INFORMATION

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

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Office of Statewide Health Planning and Development reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

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