



ASSOCIATE COST ESTIMATOR, WATER RESOURCES

EXAM CODE:	9WRAA
EXAM TYPE:	OPEN/CONTINUOUS
LOCATION:	STATEWIDE
SALARY INFORMATION:	\$8,717-\$10,903
CLASS & SCHEM CODE:	3303 GT40

EQUAL OPPORTUNITY & DRUG FREE STATEMENTS

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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. It is the objective of the State of California to achieve a drug-free 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.

CONTINUOUS TESTING & CUT OFF DATE(S)

November 7, 2023

Testing is considered continuous as Examination Applications (STD.678) will be accepted on a continuous basis. The cut-off date is set for **November 7, 2023**, however, additional cut-off dates can be set at any time as departmental needs warrant. Examination Applications (STD.678) must be postmarked or submitted in person no later than the cut-off date. Applications postmarked or submitted after 4:30pm on the cut-off date will not be accepted for any reason. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS or equivalent mobile print technology, are not acceptable proof of the date the application and any other required documents or materials were filed/mailed. Faxed or emailed applications will not be accepted.

WHO SHOULD APPLY

Candidates who meet the minimum qualifications of the classification, as stated on this examination bulletin, may apply.



HOW TO APPLY

It is the personal responsibility of each examination candidate to submit their application materials within the timeframe and in the manner specified on this examination bulletin. Examination Applications (STD 678) may be mailed or submitted in person by the final filing date to the mailing address below or submitted in person by the final filing date to the address and specific floor listed below. **Applications mailed or submitted in person to any other location shall not be accepted.**

MAILING ADDRESS:

Department of Water Resources
P.O. Box 1079
Sacramento, CA 95812

OR

SUBMIT IN PERSON:

Department of Water Resources
Division of Human Resources
715 P Street, 7th floor
Sacramento, CA 95814

DO NOT MAIL OR SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES.

Examination Applications must be dated and signed with an original signature. Applications must include "to" and "from" dates (month/day/year), job title, time base, and duties performed. Applications received without this information will be rejected. Resumes and other attachments will not be accepted in lieu of a completed application.

SPECIAL TESTING INFORMATION

If you need special testing arrangements, mark the appropriate box in Question 10 of the Examination Application (STD. 678) and submit the Accommodation Request form (STD. 679) with your application. You will then be contacted to make specific arrangements.

EXAMINATION INFORMATION

This examination will consist of a **Training and Experience Evaluation** weighted **100%**. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Competitors who do not complete the Training and Experience Evaluation will be disqualified.

Applicants who meet the minimum qualifications will be emailed the link to the qualifications assessment. **Be sure to include your current/valid email address on your application.** Failure to provide your current/valid email address will prevent you from taking the examination.

EXAMINATION DATES

It is anticipated that the qualified applicants will receive the Training & Experience Evaluation during the week of **December 11, 2023**. The qualified applicants will then have 10 business days from the day the link is sent to take the qualifications assessment.

ELIGIBLE LIST INFORMATION

An open list will be established for the Department of Water Resources.

Successful competitors will be merged onto the list in order of final score, regardless of date. The successful competitors' list eligibility will expire 24 months after it is established unless the needs of



the service and conditions of the list warrant a change in this period. Competitors must then retest to re-establish eligibility.

TESTING PERIOD

Competitors may test only once during a 10-month period.

POSITION DESCRIPTION

Under direction, to do difficult and responsible work in the preparation of cost estimates for the construction of water resources development facilities; and to do other related work.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the minimum qualifications for this examination by the final filing date.

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” II, “or” III, 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.

Either I

Under direction, to do difficult and responsible work in the preparation of cost estimates for the construction of water resources development facilities; and to do other related work.

Or II

Three years of cost estimating experience, two of which shall have involved the preparation of detailed cost estimates for major hydraulic and related facilities at a level of responsibility equivalent to that of a Water Resources Technician II in the California state service. **and**

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

(For exams with education requirement) Applicants qualifying under an education requirement **MUST** provide a copy of their college diploma and/or transcripts (unofficial are acceptable) by the final filing date as proof of completion of the required education. Competitors who fail to provide proof of completion of the required education will be eliminated from the examination.

SCOPE OF EXAMINATION

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

Knowledge of:

- 1) Methods, procedures, labor classifications, materials, plant and equipment used in the construction of major hydraulic facilities and appurtenant works.



Ability to:

- 2) Analyze drawings and specifications and formulate economical and feasible construction plans for estimating purposes to complete a feature of a project within a specified contract term.
- 3) Design for cost estimating purposes, road systems, bridges, trestles, and similar appurtenances involved in the construction of hydraulic facilities.
- 4) Make complete, accurate and detailed unit cost estimates of the direct costs of labor, material, supplies, plant, equipment and subcontract costs of part of a major project, or the complete costs, direct, indirect, and profit and bond costs of a small project, to determine the probable contract costs of hydraulic facilities.
- 5) Interpret soils and geologic information to determine construction procedures
- 6) Work effectively to meet deadlines.
- 7) Communicate effectively with contractors and material and equipment sales representatives.
- 8) Analyze work operations as directed, and abstract information for future use in preparing cost estimates.
- 9) Prepare reports.

ADDITIONAL DESIRABLE QUALIFICATIONS

Registration in the State of California as a Civil Engineer.

VETERANS PREFERENCE

Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans Preference process is administered by the State of California. Veterans Preference will be awarded as follows, starting on January 1, 2014: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veteran's Preference. 2) An entrance exam is defined, under law, as any open competitive examination 3) Veterans Preference is not granted once a person achieves permanent civil service status.

The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at www.jobs.ca.gov and on the Application for Veterans Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at <https://www.calvet.ca.gov/>.

CAREER CREDITS

Career Credits are not granted in open or promotional examinations.

GENERAL INFORMATION

The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Water Resources seven days prior to the test date if he/she has not received his/her



notice. For an examination without a written feature it is the candidate's responsibility to contact the Department of Water Resources at (916) 653-4838, TDD (916) 653-1804, three weeks after the final filing/cut-off date if he/she has not received his/her notice.

Applications are available at Department of Water Resources' (DWR) offices, local office of the Employment Development Department, and California Human Resources (CalHR) at <https://jobs.ca.gov/pdf/std678.pdf>.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

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 classification.

Examination Locations: When a written or performance test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

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

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. 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 this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. **California Relay Telephone Service** for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.

CONTACT INFORMATION

For information regarding this examination, please contact Selection Services at (916) 653-4838.