



DIRECT CONSTRUCTION SUPERVISOR I Training and Experience Evaluation

GENERAL INFORMATION

This Training and Experience (T&E) Evaluation will be used to measure your experience, training, and/or education relevant to this classification. It will ask you to rate yourself on the experience, training, and/or education that you will bring to the job with Department of General Services (DGS).

This T&E Evaluation is a scored component accounting for 100% of your score in this examination. To obtain a position on the eligible list, a minimum rating of 70% must be attained. It is important to complete the T&E Evaluation carefully and accurately. Your responses are subject to verification before appointment to a position. It is essential to ***take your time and read all questions and responses carefully*** before selecting your response.

The eligible list resulting from this examination will be used by DGS to fill our existing and/or future vacancies. A "Conditions of Employment" form is included in this T&E Evaluation that will allow you to select the location(s), tenure(s), and time base(s) that you are interested in working.

AFFIRMATION STATEMENT

I hereby certify and understand that the information provided by me on this examination is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand that if it is later determined that I have made any false or inaccurate representations in any of the information I have provided, I will be removed from the eligible 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. I also understand that I am solely responsible for the accuracy of the responses I provide.

Print Name _____

CalCareer ID #: _____ Email: _____

Cell Phone #: _____ Work Phone # _____

Signature _____ Date: _____

FILING INSTRUCTIONS

You are required to submit **this completed T&E Evaluation** as follows:

Via Email

DGSExams@dgs.ca.gov

*The preferred method of T&E submittal is via email as it is the most **expeditious** method of communication.*

By Mail

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

In Person

Department of General Services
707 3rd Street, Lobby*
West Sacramento, CA 95605

**Visitors to the Department of General Services must be escorted at all times. Applicants must use the telephone provided in the Lobby to contact the Office of Human Resources at (916) 376-5400 OR email DGSExams@dgs.ca.gov to set up an appointment to drop off their application.*

TRAINING AND EXPERIENCE EVALUATION

TASK INSTRUCTIONS: Read each statement carefully and select one option for each of the scales provided that best relates to your experience with the task. In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or unpaid.

1. Oversee personnel in the discussion and resolution of construction project matters.
 - A. Select one that best relates to the **length** of your experience performing this task.
 - 37 or more months
 - 24 to 36 months
 - 0 to 23 months
 - B. Select one that best relates to the **frequency** (how often) you performed this task.
 - Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
 - C. Have you performed this task within the last 5 years?
 - Yes
 - No

2. Oversee clients in the discussion and resolution of construction project matters.
- A. Select one that best relates to the **length** of your experience performing this task.
- 37 or more months
 - 24 to 36 months
 - 0 to 23 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
- C. Have you performed this task within the last 5 years?
- Yes
 - No
3. Oversee contractors in the discussion and resolution of construction project matters.
- A. Select one that best relates to the **length** of your experience performing this task.
- 37 or more months
 - 24 to 36 months
 - 0 to 23 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
- C. Have you performed this task within the last 5 years?
- Yes
 - No

4. Assist design professionals in the discussion and resolution of construction project matters.
- A. Select one that best relates to the **length** of your experience performing this task.
- 37 or more months
 - 24 to 36 months
 - 0 to 23 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
- C. Have you performed this task within the last 5 years?
- Yes
 - No
5. Coordinate with regulatory agencies in the discussion and resolution of matters on a construction project.
- A. Select one that best relates to the **length** of your experience performing this task.
- 37 or more months
 - 24 to 36 months
 - 0 to 23 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
- C. Have you performed this task within the last 5 years?
- Yes
 - No

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

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

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

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

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

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

9. Review project schedules developed by subordinate staff.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

10. Approve project schedules.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

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

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

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

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

13. Approve project management plans.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

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

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

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

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

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

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

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

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

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

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

19. Request and prepare construction contracts.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

20. Negotiate changes and additions to contractual agreements with contractors and clients.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

21. Review invoice requests for accuracy.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

22. Approve invoice requests for payment.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

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

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

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

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

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

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

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

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

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

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

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

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

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

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

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

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

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

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

32. Review and approve time reports, requests for time-off, and daily reports.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

33. Reconcile labor reports on construction jobs to ensure accurate fiscal reporting of each project.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

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

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

35. Conduct pre-bid meetings on construction sites with contractors to prepare bid documents.

A. Select one that best relates to the **length** of your experience performing this task.

- 37 or more months
- 24 to 36 months
- 0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

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

A. Select one that best relates to the **length** of your experience performing this task.

37 or more months

24 to 36 months

0 to 23 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

Weekly

Monthly/Quarterly

Semi-Annually/Annually

Never

C. Have you performed this task within the last 5 years?

Yes

No

KNOWLEDGE, SKILL, AND ABILITY (KSA) INSTRUCTIONS: Read each statement carefully and select one option for the scale provided that best relates to your experience with the KSA. In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or unpaid.

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

A. Select one that best describes your experience with this KSA.

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

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

A. Select one that best describes your experience with this KSA.

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

39. 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.

A. Select one that best describes your experience with this KSA.

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

40. Knowledge of principles and processes for providing clients with professional construction services.

A. Select one that best describes your experience with this KSA.

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

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

A. Select one that best describes your experience with this KSA.

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

42. 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.

A. Select one that best describes your experience with this KSA.

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

43. Knowledge of the Equal Employment Opportunity (EEO) Program and the processes available to meet EEO objectives as it relates to the supervision and management of personnel.

A. Select one that best describes your experience with this KSA.

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

44. 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.

A. Select one that best describes your experience with this KSA.

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

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

A. Select one that best describes your experience with this KSA.

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

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

A. Select one that best describes your experience with this KSA.

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

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

A. Select one that best describes your experience with this KSA.

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

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

A. Select one that best describes your experience with this KSA.

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

49. Skill to review plans and specifications for constructability of a project.

A. Select one that best describes your experience with this KSA.

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

50. Skill to use mathematics to solve construction-related issues and ensure accurate construction dimensioning, quantity take-offs, and cost related considerations.

A. Select one that best describes your experience with this KSA.

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

51. Skill to operate a personal computer to prepare correspondence, reports, and procurement documents.

A. Select one that best describes your experience with this KSA.

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

52. Skill to use standard office equipment and machines including scanners, copy machines, telephones, and calculators.

A. Select one that best describes your experience with this KSA.

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

53. Skill to communicate effectively in writing as appropriate for the needs of the construction team.

A. Select one that best describes your experience with this KSA.

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

54. Skill to identify the best people for the job and direct selected trades workers appropriately to complete various construction projects on schedule, on budget, and to the client's satisfaction.

A. Select one that best describes your experience with this KSA.

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

55. Skill to oversee, direct, and evaluate the work of subordinate staff to ensure conformity to plans and specifications, and compliance with the California Building Code (Title 24) and various regulatory agencies.

A. Select one that best describes your experience with this KSA.

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

56. Skill to delegate projects/assignments by determining the appropriate level of responsibility for subordinate employees.

A. Select one that best describes your experience with this KSA.

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

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

A. Select one that best describes your experience with this KSA.

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

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

A. Select one that best describes your experience with this KSA.

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

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

A. Select one that best describes your experience with this KSA.

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

60. Ability to monitor and review information from inspectors, clients, daily job reports, and subordinates to assess project status.

A. Select one that best describes your experience with this KSA.

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

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

A. Select one that best describes your experience with this KSA.

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

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

A. Select one that best describes your experience with this KSA.

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

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

A. Select one that best describes your experience with this KSA.

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

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

A. Select one that best describes your experience with this KSA.

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

65. Ability to develop, train, and provide training programs and presentations to staff to ensure uniform standards.

A. Select one that best describes your experience with this KSA.

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

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

A. Select one that best describes your experience with this KSA.

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

67. Ability to perform multiple tasks and work on projects of varying complexity simultaneously to maintain appropriate control and oversight of tasks/projects completed.

A. Select one that best describes your experience with this KSA.

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

CONDITIONS OF EMPLOYMENT

Please mark the appropriate box(es) of your choice – you will not be offered a job in locations not marked.

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. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

TYPE OF EMPLOYMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "Any" if you are willing to accept any type of employment. 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.

- | | |
|--|---|
| <input type="checkbox"/> Any | |
| <input type="checkbox"/> Permanent, Full Time | <input type="checkbox"/> Limited Term, Full Time |
| <input type="checkbox"/> Permanent, Part Time | <input type="checkbox"/> Limited Term, Part Time |
| <input type="checkbox"/> Permanent, Intermittent | <input type="checkbox"/> Limited Term, Intermittent |

LOCATION(S) YOU ARE WILLING TO WORK

(0005) ANYWHERE IN THE STATE – if this box is marked, no further selection is necessary.

NORTHERN CALIFORNIA COUNTIES

- | | | |
|---|---|--|
| <input type="checkbox"/> (0400) Butte | <input type="checkbox"/> (2300) Mendocino | <input type="checkbox"/> (4500) Shasta |
| <input type="checkbox"/> (0600) Colusa | <input type="checkbox"/> (2500) Modoc | <input type="checkbox"/> (4600) Sierra |
| <input type="checkbox"/> (0800) Del Norte | <input type="checkbox"/> (2800) Napa | <input type="checkbox"/> (4700) Siskiyou |
| <input type="checkbox"/> (0900) El Dorado | <input type="checkbox"/> (2900) Nevada | <input type="checkbox"/> (4900) Sonoma |
| <input type="checkbox"/> (1100) Glenn | <input type="checkbox"/> (3100) Placer | <input type="checkbox"/> (5100) Sutter |
| <input type="checkbox"/> (1200) Humboldt | <input type="checkbox"/> (3200) Plumas | <input type="checkbox"/> (5200) Tehama |
| <input type="checkbox"/> (1700) Lake | <input type="checkbox"/> (3400) Sacramento | <input type="checkbox"/> (5300) Trinity |
| <input type="checkbox"/> (1800) Lassen | <input type="checkbox"/> (3800) San Francisco | <input type="checkbox"/> (5700) Yolo |
| | <input type="checkbox"/> (3900) San Joaquin | <input type="checkbox"/> (5800) Yuba |

CENTRAL CALIFORNIA COUNTIES

- | | | |
|--|--|---|
| <input type="checkbox"/> (0100) Alameda | <input type="checkbox"/> (1500) Kern | <input type="checkbox"/> (4000) San Luis Obispo |
| <input type="checkbox"/> (0200) Alpine | <input type="checkbox"/> (1600) Kings | <input type="checkbox"/> (4100) San Mateo |
| <input type="checkbox"/> (0300) Amador | <input type="checkbox"/> (2000) Madera | <input type="checkbox"/> (4300) Santa Clara |
| <input type="checkbox"/> (0500) Calaveras | <input type="checkbox"/> (2100) Marin | <input type="checkbox"/> (4400) Santa Cruz |
| <input type="checkbox"/> (0700) Contra Costa | <input type="checkbox"/> (2200) Mariposa | <input type="checkbox"/> (4800) Solano |
| <input type="checkbox"/> (1000) Fresno | <input type="checkbox"/> (2400) Merced | <input type="checkbox"/> (5000) Stanislaus |
| <input type="checkbox"/> (1400) Inyo | <input type="checkbox"/> (2600) Mono | <input type="checkbox"/> (5400) Tulare |
| | <input type="checkbox"/> (2700) Monterey | <input type="checkbox"/> (5500) Tuolumne |

SOUTHERN CALIFORNIA COUNTIES

- (1300) Imperial
- (1900) Los Angeles
- (3000) Orange
- (3500) San Benito
- (3300) Riverside
- (3600) San Bernardino
- (3700) San Diego
- (4200) Santa Barbara
- (5600) Ventura

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

If you would like to change your address, phone number(s), email address, and/or locations and tenure/time base preferences, please log into your CalCareer Account, and click on the Eligibilities tab.