



**OFFICE BUILDING MANAGER 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](mailto: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 3<sup>rd</sup> 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](mailto:DGSExams@dgs.ca.gov) to set up an appointment to drop off their application.*

**TRAINING AND EXPERIENCE EVALUATION**

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

1. Assist and/or oversee a building and property management program to maintain buildings and grounds, of 100,000 square feet, to deliver effective high-quality services to building occupants/customers.
  - A. Select one that best relates to the **length** of your experience performing this task.
    - 60 or more months
    - 24 to 59 months
    - 0 to 23 months
  - B. Select one that best relates to the **frequency** (how often) you performed this task.
    - Daily/Weekly
    - Monthly/Quarterly
    - Semi-Annually/Annually
    - Never

2. Plan and/or direct the work of various staff (e.g., supervisors, trades/crafts, custodians, administrative personnel) engaged in maintenance and repair services including but not limited to custodial services (e.g., floor care and restroom program, route assignments), grounds care, trades/crafts, security/guard, automation systems, structural systems, and interior finishes.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

3. Prepare and review plans and specifications for estimates, changes, modifications, and alterations of building operations and systems.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

4. Develop and maintain a comprehensive maintenance program to ensure preservation of investment in real property and equipment.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

5. Document significant building events for tracking purposes.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

6. Prepare and review various forms (e.g., collections, deposit control notices, requisitions, work orders, purchase orders, SCIF/Workers' Compensation forms, personnel forms, incident reports, timesheets).

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

7. Take corrective action to improve employee performance using various methods and/or techniques (e.g., Adverse Action, Counseling Memorandum, verbal warnings.)

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

8. Document employee performance for the purpose of coaching, counseling, and disciplinary action.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

9. Coach subordinate staff on the tasks of the job to improve performance and productivity.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

10. Resolve verbal disagreements, conflicts, and/or disputes using interpersonal, mediation, facilitation, and/or supervisory skills to achieve and maintain a cohesive, productive workforce.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

11. Ensure staff participate in various training (e.g., job performance, upward mobility, mandated.)

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

12. Assist in the preparation and/or implementation of Emergency Response Plans, Disaster Recovery and Business Resumption Plans, HazMat Business Plans, HazWaste Manifests, and other reports required by code to protect the health and safety of workers, building tenants, and the public under emergency situations.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

13. Oversee and/or conduct health and safety meetings, inspections, and training.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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



14. Attend training classes and/or conferences to maintain current knowledge of personnel-related issues, hazardous materials, environmental safeguards, new innovations/technology, safety, and/or building codes.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

15. Monitor expenditures utilizing past fiscal trends to ensure appropriate spending, operating, and personnel expense budgets (e.g., PY hours, equipment, supplies.)

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

16. Assist management in the planning, designing, space alterations, cleaning frequency plans, and construction-related activities in managed buildings to promote quality service to customers.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

17. Promote and maintain cooperative team and/or public relations with others (e.g., contractors, building staff, tenants, public) to fulfill strategic plans and goals.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

18. Promote and/or implement energy conservation practices through new technology, HVAC, lighting, and/or water conservation by taking corrective action and reporting problems to management to save energy, resources, and costs.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

19. Promote mandates in the workplace about safety, security, Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), and other personnel practices as defined by regulatory agencies and established guidelines/policies to ensure a discrimination-free and a safe work environment.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

20. Promote and ensure customer satisfaction for staff, tenants, and public through quality service by monitoring and overseeing service delivery to achieve goals.

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

- 60 or more months
- 24 to 59 months
- 0 to 23 months

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

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

## 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.

- Any
- Permanent, Full Time
- Permanent, Part Time
- Permanent, Intermittent
- Limited Term, Full Time
- Limited Term, Part Time

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