



**OFFICE BUILDING MANAGER IV
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

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, at least 500,000 square feet and above, 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 engaged in maintenance and repair services including but not limited to custodial services, 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. Develop and/or maintain a comprehensive maintenance program to ensure preservation of real property and/or 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

4. 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
5. Prepare and/or 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

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

7. Document employee performance for the purpose of coaching, counseling, and disciplinary activities.

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. Provide coaching to 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

9. Oversee and/or conduct health and safety meetings, inspections, and/or training in accordance with local, State, and federal laws, rules, and regulations; Governor's Executive Orders; and established departmental, BOMA, and Cal OSHA standards, policies, and recommendations.

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. Monitor expenditures utilizing past fiscal trends to ensure appropriate spending, operating, and personnel expense budgets.

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. Oversee and direct inventorying, requisitioning, receiving, and distributing of supplies, tools, 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

12. Maintain cooperative team and 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

13. Participate proactively in resolving project discrepancies to maintain timeliness of schedule and quality control.

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. Implement sustainable building practices and plans including but not limited to energy management policies, use of green products, Integrated Pest Management (IPM), and contracts for services to establish routine sustainable practices.

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. Supervise necessary changes, modifications, and alterations to ensure preservation of investment in real property.

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. Administer and maintain the health and safety programs and building systems to comply with local, State, and federal laws and regulations; including, but not limited to air toxins, emissions, CFC's (AB 2588); asbestos (AB 3713); PCBs, pesticides, hazardous wastes (AB2189); safety training under the Injury and Illness Prevention Program (Title 8 and SB 198), and lead notification).

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. Acts as team lead in executing the plans for Emergency Response, Disaster Recovery and Business Resumption, and Hazardous Materials and Waste Manifest to maintain a safe and healthy environment for the benefit of all employees and the public.

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. Prepare 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

19. Prepare the management unit's annual budget to ensure sound fiscal management.

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. Prepare the Special Repairs and Improvement Plans to project expenditures needed to maintain building operations, design specifications, promote energy conservation, building improvements, ADA specifications, etc.

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

21. Review plans, specifications, and change orders to ensure quality control of building standards and preserve property.

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

22. Ensure delivery of new and existing construction and equipment warranties and related systems by formal and timely written notice to contractors/vendors when corrections are needed to ensure building and associated systems are operating at or above design specifications in accordance with contract specifications.

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

23. Prepare written operational plans and reports directed toward efficient and effective administrative, fiscal, engineering/trades, custodial, and security programs.

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

24. Direct office administrative operations pursuant to respective management unit to ensure proper records management, invoice submittal for payments, and management unit reporting.

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

25. Understand and keep current on existing and newly authorized health, safety, and building codes to meet local, State, and federal rules, laws, codes, and regulations.

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

26. Monitor contractors to ensure quality control of building standards and preserve investment in real property.

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

27. Implement human resources policies to hire and supervise personnel in compliance with regulatory agencies, Federal Labor Laws, and Equal Employment Opportunity policies.

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

28. Perform probationary reviews, annual Individual Development Plans, constructive intervention, disciplinary actions, and training to assure smooth personnel interactions/operations.

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

29. Assist subordinate building managers/staff in the tracking and monitoring of regional expenditures against approved budgetary allocations to ensure sound fiscal management.

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

30. Approve budget expenditures, including invoice approvals, with established work unit, program, and project budgets.

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

31. Identify budget revisions/augmentation needs (such as personnel years, equipment, supply order changes, and budget change proposals) to ensure that budget allocations meet resource and expenditure requirements.

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

32. Prepare business and/or strategic plans to meet current and anticipated organizational needs (e.g., information technology, work practice modifications with existing business practices.)

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

33. Adapt plans and schedules to meet changing priorities of work objectives, personnel, resources, and workload/program demands.

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

34. Perform long-term planning of program activities to ensure the goals and objectives of the region are achieved.

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

35. Prepare various reports and summaries for agency, Executive management, Legislature, and the Governor's Office on issues related to programs and services.

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

36. Review and analyze policies, and legislative and regulatory requirements to determine the impact on work unit/program operations and staff.

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

37. Advise management on the impact, or potential impact, of proposed legislation to programs, policies, and procedures.

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

38. Review and evaluate risk management documents, proposals, contracts, and leases/use permits (e.g., Request for Proposals, feasibility study reports, economic analyses) to determine appropriateness given project specifications and to select amongst competing proposals.

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

39. Develop and oversee the development of high-level project proposals and plans to obtain projection initiation approvals from management and executive management sponsors.

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

40. Promote and ensure implementation of mandates in the workplace regarding safety, security, Equal Employment Opportunity, Americans with Disabilities Act, and other personnel practices as defined by regulatory agencies and established guidelines/policies to ensure a discrimination-free and 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

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 | |

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

- | | | |
|---|---|--|
| <input type="checkbox"/> (1300) Imperial | <input type="checkbox"/> (3500) San Benito | <input type="checkbox"/> (3600) San Bernardino |
| <input type="checkbox"/> (1900) Los Angeles | <input type="checkbox"/> (3800) San Francisco | <input type="checkbox"/> (3700) San Diego |
| <input type="checkbox"/> (3000) Orange | <input type="checkbox"/> (3900) San Joaquin | <input type="checkbox"/> (4200) Santa Barbara |
| | <input type="checkbox"/> (3300) Riverside | <input type="checkbox"/> (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.