



**ASSOCIATE PROCUREMENT ENGINEER  
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**

**TASK INSTRUCTIONS:** Read each statement carefully and select one option for the scale provided that best relates to your experience with this 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. Develop and/or assist in the development of technical standards and specifications.
  - A. Select one that best relates to the **length** of your experience performing this task.
    - 48 or more months
    - 36 to 47 months
    - 24 to 35 months
    - 12 to 23 months
    - 0 to 11 months
  
2. Identify performance criteria of products and services by using technical expertise.
  - A. Select one that best relates to the **length** of your experience performing this task.
    - 48 or more months
    - 36 to 47 months
    - 24 to 35 months
    - 12 to 23 months
    - 0 to 11 months

3. Collect, analyze, and interpret engineering information using technical expertise and resources (e.g., technical specification, manuals.)
  - A. Select one that best relates to the **length** of your experience performing this task.
    - 48 or more months
    - 36 to 47 months
    - 24 to 35 months
    - 12 to 23 months
    - 0 to 11 months
  
4. Identify the product end use to ensure applicability and compatibility (equipment fits and functions with existing equipment.)
  - A. Select one that best relates to the **length** of your experience performing this task.
    - 48 or more months
    - 36 to 47 months
    - 24 to 35 months
    - 12 to 23 months
    - 0 to 11 months
  
5. Participate on project teams to accomplish team goals and objectives.
  - A. Select one that best relates to the **length** of your experience performing this task.
    - 48 or more months
    - 36 to 47 months
    - 24 to 35 months
    - 12 to 23 months
    - 0 to 11 months
  
6. Recommend solutions using technical expertise and research.
  - A. Select one that best relates to the **length** of your experience performing this task.
    - 48 or more months
    - 36 to 47 months
    - 24 to 35 months
    - 12 to 23 months
    - 0 to 11 months

7. Analyze technical documents to develop specifications to ensure competitive bidding.
- A. Select one that best relates to the **length** of your experience performing this task.
- 48 or more months
  - 36 to 47 months
  - 24 to 35 months
  - 12 to 23 months
  - 0 to 11 months
8. Evaluate product specifications and contract bids to determine technical compliance to specifications.
- A. Select one that best relates to the **length** of your experience performing this task.
- 48 or more months
  - 36 to 47 months
  - 24 to 35 months
  - 12 to 23 months
  - 0 to 11 months
9. Perform and/or participate in product inspections for quality and performance.
- A. Select one that best relates to the **length** of your experience performing this task.
- 48 or more months
  - 36 to 47 months
  - 24 to 35 months
  - 12 to 23 months
  - 0 to 11 months
10. Lead and/or participate in audit operations for quality control and assurance.
- A. Select one that best relates to the **length** of your experience performing this task.
- 48 or more months
  - 36 to 47 months
  - 24 to 35 months
  - 12 to 23 months
  - 0 to 11 months

11. Lead and/or assist in the assessment of supplier's sustainability programs.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

12. Manage and/or develop acceptance criteria, sampling methodologies, and testing or evaluation procedures.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

13. Assess supplier's new products for applicability in business operations.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

14. Validate and/or assist in validating products' quality performance and environmental attributes for specification compliance.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

15. Prepare and present clear, concise, and accurate technical reports, charts, and recommendations using effective communication, interpersonal skills, and various office software (such as Microsoft Word, Excel, Access, SharePoint.)

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

16. Provide engineering support to customers.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

17. Communicate verbally and/or in writing in a professional and effective manner.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

18. Facilitate and/or participate in outreach events such as meetings, workshops, and /or conferences with customers, suppliers, and colleagues to facilitate successful procurement of goods and services.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

19. Collaborate with internal/external stakeholders and present purchasing information using oral and written communication skills.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

20. Research new developments in industry and emerging technologies.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

21. Track performance using various software tools (e.g., Microsoft Project.)

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

22. Assist in resolving disputes using interpersonal, communication and negotiation skills.

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

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

**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.

23. Knowledge of engineering fundamentals (materials, physics, chemistry, mathematics) and testing methodologies.

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

- Applied in the most difficult/complex situations
- Possess sufficient knowledge; applied with general supervision
- Possess some knowledge but require additional instruction
- No knowledge on how to perform the task or what it may entail

24. Knowledge of statistical analysis for product acceptance or rejection.

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

- Applied in the most difficult/complex situations
- Possess sufficient knowledge; applied with general supervision
- Possess some knowledge but require additional instruction
- No knowledge on how to perform the task or what it may entail



25. Knowledge of quality assurance principles to establish and/or review product acceptance or rejection.

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

- Applied in the most difficult/complex situations
- Possess sufficient knowledge; applied with general supervision
- Possess some knowledge but require additional instruction
- No knowledge on how to perform the task or what it may entail

26. Knowledge of testing principles and processes to conduct and/or witness product testing.

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

- Applied in the most difficult/complex situations
- Possess sufficient knowledge; applied with general supervision
- Possess some knowledge but require additional instruction
- No knowledge on how to perform the task or what it may entail

27. Knowledge of specification development to precisely describe product requirements based on market research, and customer and regulatory requirements.

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

- Applied in the most difficult/complex situations
- Possess sufficient knowledge; applied with general supervision
- Possess some knowledge but require additional instruction
- No knowledge on how to perform the task or what it may entail

28. Knowledge to assess risks and problems, develop strategies to mitigate risks and problems, and identify solutions.

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

- Applied in the most difficult/complex situations
- Possess sufficient knowledge; applied with general supervision
- Possess some knowledge but require additional instruction
- No knowledge on how to perform the task or what it may entail

29. Knowledge of current computer software (e.g., MS Office Suite) to prepare various documents such as reports, charts, and presentations.

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

- Applied in the most difficult/complex situations
- Possess sufficient knowledge; applied with general supervision
- Possess some knowledge but require additional instruction
- No knowledge on how to perform the task or what it may entail

30. Basic knowledge of sustainability practices.

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

- Applied in the most difficult/complex situations
- Possess sufficient knowledge; applied with general supervision
- Possess some knowledge but require additional instruction
- No knowledge on how to perform the task or what it may entail

31. Skill to perform engineering and greenhouse gas computations to review and/or create product requirement comparisons.

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

- Applied in the most difficult/complex situations
- Possess sufficient knowledge; applied with general supervision
- Possess some knowledge but require additional instruction
- No knowledge on how to perform the task or what it may entail

32. Skill to understand technical nomenclature to match customer's needs with available products.

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

- Applied in the most difficult/complex situations
- Possess sufficient knowledge; applied with general supervision
- Possess some knowledge but require additional instruction
- No knowledge on how to perform the task or what it may entail

33. Skill to analyze complex product data to determine the acceptable quality level.

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

- Applied in the most difficult/complex situations
- Possess sufficient knowledge; applied with general supervision
- Possess some knowledge but require additional instruction
- No knowledge on how to perform the task or what it may entail

34. Skill to use testing equipment (e.g., tensile and/or shear strength) to determine product compliance.

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

- Applied in the most difficult/complex situations
- Possess sufficient knowledge; applied with general supervision
- Possess some knowledge but require additional instruction
- No knowledge on how to perform the task or what it may entail

35. Ability to develop technical standards and specifications.

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

- Applied in the most difficult/complex situations
- Possess sufficient knowledge; applied with general supervision
- Possess some knowledge but require additional instruction
- No knowledge on how to perform the task or what it may entail

36. Ability to identify product performance criteria.

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

- Applied in the most difficult/complex situations
- Possess sufficient knowledge; applied with general supervision
- Possess some knowledge but require additional instruction
- No knowledge on how to perform the task or what it may entail

37. Ability to serve as a liaison to integrate customer's needs with supplier capabilities.

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

- Applied in the most difficult/complex situations
- Possess sufficient knowledge; applied with general supervision
- Possess some knowledge but require additional instruction
- No knowledge on how to perform the task or what it may entail

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

## LOCATION(S) YOU ARE WILLING TO WORK

### NORTHERN CALIFORNIA

- (5700) Yolo

## 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.