



SENIOR 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

*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. Plan, assign, and monitor the work activities for fellow engineers and other staff to ensure quality, quantity, and support of procurement operations.

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

2. Provide guidance and direction to fellow engineers and other staff to ascertain quality, quantity, and support of statewide procurement operations.

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

3. Promote the organization's Equal Employment Opportunity (EEO) program by maintaining a work environment that is free from discrimination and harassment by utilizing various resources (e.g., Personnel Operations Manual, training, meetings.)

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

4. Prepare employee performance evaluations and probationary reports, using standard forms, to ensure compliance with organization's policies, procedures, and objectives.

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

5. Provide feedback to employees on job performance to identify needed improvement through regular discussions, training, and/or constructive intervention in accordance with organization's policies and procedures.

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

6. Provide coaching (e.g., one-on-one, group, formal training) to subordinate staff relating to job tasks to improve performance and productivity using interpersonal, mediation, and/or supervisory skills.

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

7. Monitor and approve staff attendance, time spent on special projects, etc., to ensure compliance with organization's policies and procedures by utilizing the attendance/timekeeping database and other data management systems.

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

8. Resolve disagreements and conflicts between staff members to achieve and/or maintain a cohesive, productive workplace using interpersonal, mediation, facilitation and/or supervisory skills.

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

9. Participate in a wide variety of human resources activities (e.g., recruitment, hiring, promotions, testing, labor relations.)

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

10. Provide training to engineers and other staff to ensure knowledge and skills needed to effectively complete work assignments and compliance with applicable State, Federal, organization's laws, rules, regulations, and policies.

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

11. Interpret and explain technical requirements for specifications, and standards test and evaluation to ensure compliance with California statutes, regulations, and policies using education, personal knowledge, experience, various manuals, etc.

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

12. Obtain quality performance metrics for technical support activities to ensure the engineering unit contribution to the project workload is in control using data management systems, project review process, etc.

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

13. Communicate and work cooperatively with stakeholders (e.g., management, senior supplier representatives, buyers) to resolve specification and/or product performance testing requirements.

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

14. Interact with different supervisory levels within the organization to ensure cooperative and productive technical support service using interpersonal and communication skills, professionalism, and conflict resolution techniques.

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

15. Lead and/or serve on internal and/or external project teams composed of client, buyer, and technical representatives to accomplish team/management goals and objectives in accordance with organization policies and procedures using best project management practices.

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

16. Analyze and evaluate staffing needs to assist in maintaining the organization's skill set and knowledge base consistent with industry guidelines using staff analysis techniques (e.g., staff study template, essential function duty statements.)

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

17. Determine levels of skill set and knowledge base of individual staff to improve quality, performance, and expertise of employees using staff studies and training.

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

18. Provide technical expertise to resolve disputes, protests, and/or conflicts to ensure compliance with organization policies and procedures, laws, rules, and regulations using interpersonal skills, education, experience.

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

19. Develop programs for field inspection, sampling, testing, and evaluation of products to ensure functionality and to meet customer needs in accordance with State and federal laws, rules, and regulations, and departmental policies and/or guidelines.

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

20. Implement inspection, sampling, testing, and evaluation procedures to ensure compliance with procurement specifications and commodity standards using quality control knowledge and procedures in accordance with State and federal laws, rules, and regulations, and organization policies and/or guidelines.

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

21. Research industries and technologies to keep current with new developments using various publications, literature, internet resources or participation in independent projects.

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- Never

22. Prepare clear, concise, and accurate reports to management, customers, and/or staff to provide training, briefings, and recommendations.

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

- 60 or more months
- 48 to 59 months
- 36 to 47 months
- 24 to 35 months
- 0 to 23 months

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

- Daily
- Weekly
- Monthly
- Yearly
- 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

- (3400) Sacramento (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.