



**PRINCIPAL STRUCTURAL 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

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. Manage the plan and field review activities and business services support for the office through subordinate supervisors to independently carry out the day-to-day operations of the organization.
 - A. Select one that best relates to the **length** of your experience performing this task.
 - 50 or more months
 - 37 to 49 months
 - 25 to 36 months
 - 13 to 24 months
 - 0 to 12 months
 - B. Select one that best relates to the **frequency** (how often) you performed this task.
 - Weekly
 - Monthly
 - Quarterly
 - Semi-Annually/Annually
 - Never

2. Oversee and authorize budget expenditures for the daily operations of the organization for an assigned geographical area.
- A. Select one that best relates to the **length** of your experience performing this task.
- 50 or more months
 - 37 to 49 months
 - 25 to 36 months
 - 13 to 24 months
 - 0 to 12 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Weekly
 - Monthly
 - Quarterly
 - Semi-Annually/Annually
 - Never
3. Identify and evaluate, with office supervisors and leads, workload to determine the need for consultant services using internal tracker and project scheduling databases.
- A. Select one that best relates to the **length** of your experience performing this task.
- 50 or more months
 - 37 to 49 months
 - 25 to 36 months
 - 13 to 24 months
 - 0 to 12 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Weekly
 - Monthly
 - Quarterly
 - Semi-Annually/Annually
 - Never

4. Negotiate scope, fees, and schedules for specific consultant contract amendments using the submitted plans and specifications.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

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

5. Manage consultant contracts to verify schedules are met and scope of work is completed in accordance with organization's policies and procedures and applicable regulations.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

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

6. Review the submittal of contractors' statement of qualifications to rank and select consultants for consulting services in accordance with organization's policies and procedures and applicable regulations.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

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

7. Identify staffing needs and coordinate resources to conduct the organization's operations.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

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

8. Plan and field review construction projects for public schools (K-12), community colleges, and state buildings to ensure compliance with the California Education, Governmental, and Health and Safety Codes.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

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

9. Assist in the development and establishment of building codes, and operational policies and procedures to ensure uniform and consistent interpretation and application of applicable statutes, regulations, policies, and procedures through consultation with internal organization, other staff, and external stakeholders as issues arise.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

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

10. Respond to inquiries, verbally and in writing, from school district personnel, architects, structural engineers, inspectors, contractors, owners, and others to advise them on the interpretation and application of the laws and regulations governing construction projects for California public schools (K-12), community colleges, and state buildings (e.g., Education Code (Field Act), Essential Services Building Act).

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

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

11. Meet with project architects, engineers, program and construction managers, state officials, school districts, and the public to discuss design and other issues related to construction projects.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

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

12. Evaluate staff performance and recommend appropriate action, including but not limited to merit salary adjustments and progressive discipline.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

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

13. Evaluate supervisor performance and guide them on the constructive intervention process to improve staff performance.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

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

14. Provide training identified in staff's annual Individual review plan for both technical and organization's subject matter through organization-sponsored and outside training opportunities.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

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

15. Assign organization's staff to evaluate the investigation of existing buildings and other structures for structural integrity and lateral load resisting ability, access compliance, fire and life safety, and mechanical, electrical, and plumbing code compliance.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

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

16. Perform emergency response duties for headquarters and organization facilities, in cooperation with California Office of Emergency Services procedures, to maintain services to stakeholders in accordance with the State Emergency Management System.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

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

17. Represent the organization by attending meetings and conferences as delegated by the State Architect or Deputy to the State Architect to provide updates and information to stakeholder groups.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

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

18. Maintain supervisory continuing education requirements to keep abreast of current methods by attending organization-sponsored or other training for supervisors.

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

- 50 or more months
- 37 to 49 months
- 25 to 36 months
- 13 to 24 months
- 0 to 12 months

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

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

KNOWLEDGE, SKILL, 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.

19. Knowledge of strength of materials and structural analysis including both static and dynamic procedures at a general level to manage office operations.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

20. Knowledge of use and properties of the materials of building construction at a general level to manage office operations.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

21. Knowledge of codes and standards at a general level as applied to buildings and other facilities to manage office operations.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

22. Knowledge of geotechnical issues applying to facilities design and construction at general level to manage office operations.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

23. Knowledge of field inspection procedures and facility construction practices at general level to manage field oversight operations.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

24. Knowledge of codes and standards related to Structural Safety at general level to manage office operations.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

25. Knowledge of codes and standards related to Fire and Life Safety at general level to manage office operations.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

26. Knowledge of codes and standards related to accessibility at general level to manage office operations.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

27. Knowledge of purposes, organization, and procedures of the Division of the State Architect at professional level to manage office operations.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

28. Knowledge of principles and techniques of personnel management and supervision at a professional level to manage office operations.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

29. Knowledge of the Department's Equal Employment Opportunity Program objectives at a general level to meet the goals of providing a workplace free of discrimination.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

30. Ability to effectively contribute to Equal Employment Opportunity Program objectives to promote and make hiring and employment decisions at a professional level.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

31. Ability to make technical investigations to determine structural safety, fire and life safety, and accessibility of existing structures.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

32. Ability to make recommendations on structural, fire and life safety, and accessibility features of proposed structures.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

33. Ability to review and judge the quality of staff, consultant, and client work related to structural safety, fire and life safety, and accessibility.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

34. Ability to plan, organize, direct, coordinate, and evaluate the work of others at a professional level to ensure quality and timeliness of service to clients.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

35. Ability to analyze situations accurately and adopt an effective course of action to provide proper direction to staff and consultants in the performance of their responsibilities to ensure effective project delivery.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

36. Ability to draft proposed rules and regulations, and prepare memoranda, technical reports, and correspondence at a professional level for overall office operations and project delivery.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

37. Ability to effectively contribute to the department's Equal Employment Opportunity objectives to provide a workplace free of discrimination.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

38. Ability to deal with high profile and/or politically sensitive issues encountered at a professional level for overall office operations and project delivery.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

39. Ability to establish and maintain cooperative relations with internal and external stakeholders, the public, and other interest groups at a professional level to ensure the quality and consistency of contracts, agreements, and overall office operations and project delivery.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

40. Ability to utilize effective negotiation and interpersonal communication techniques at a professional level for overall office operations and project delivery.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

41. Ability to work under pressure of tight timelines and adapt to changes in priorities and other interruptions that may impact pre-established course of actions, at a professional level, for completion or progression of project delivery.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

42. Ability to act and/or make commitments at a professional level in a variety of situations and circumstances to accomplish project delivery.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

43. Ability to interpret and apply, at a professional level, rules, regulations, statutes, policies, and procedures (e.g., federal, State, DGS) as they relate to the implementation of project delivery.

A. Select one that best relates to your experience with the KSA.

- I possess this KSA, applied it on the job, and used it to train/guide others.
- I possess this KSA and applied it on the job.
- I possess this KSA but have not applied it in an actual job setting.
- I possess none or a very limited amount of this KSA.

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

- (3400) Sacramento
- (5700) Yolo

CENTRAL CALIFORNIA COUNTIES

- (0100) Alameda

SOUTHERN CALIFORNIA COUNTIES

- (1900) Los Angeles
- (3700) San Diego

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.