# **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. Administer project funding to complete projects within budget.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Analyze contractor’s initial schedule of values/cost-loaded construction schedule to ensure it meets contract requirements.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Analyze proposed change orders to determine the potential impact to the project (e.g., schedule, budget, deliverables, client programs, moving or leasing agreements, performance criteria.)
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Approve progress payments.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Authorize change orders in compliance with terms and conditions of a contract.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Conduct pre-bid conferences to manage the bid process.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Conduct pre-construction meetings to outline internal staff and contractor’s roles and responsibilities during construction, clarify the contract requirements, and administer deliverables and tasks.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Coordinate with contract staff and legal counsel to develop, award, and execute various contracts required for the implementation of a project.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Coordinate with interdisciplinary team members to ensure compliance with construction project scope, schedule, and budget.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Coordinate with utility representatives and project team members to manage the utility elements (e.g., design requirements, connection fees, scheduling, installation, inspections) of projects.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Develop a Request for Proposal (RFP) for construction projects.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Develop a Request for Qualifications (RFQ), including advertisement, project description, and consultant qualifications, to obtain consultant services for projects.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Develop a schedule of values, scope of work, and budget for a program/project.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Develop a scope of work for specialty consultants for ancillary services (e.g., inspections, material testing) to ensure quality control for contractor’s work.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Develop bid documents to specify requirements for bidding and contract performance.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Develop the scope of proposed change orders to determine the potential impact to the project (e.g., schedule, budget, deliverables, client programs, moving or leasing agreements, performance criteria.)
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Coordinate with appropriate staff and consultants, respond to public concerns, and monitor mitigation measures to ensure compliance with the California Environmental Quality Act (CEQA) during construction.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Evaluate the qualifications submitted by the Request for Qualifications’ respondents to determine the most qualified consultants for interviews.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Lead construction progress meetings to ensure project objectives are met, minutes are taken and distributed timely, and all parties are kept aware of the status of the project.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Manage accounting and financial correspondence.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Manage and/or coordinate the work of the construction team, managers, inspectors, and engineers to ensure successful completion of the project.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Manage code compliance, legislative statutes, and administrative requirements (e.g., Government Code, Public Contract Codes, Public Resource Code, State Budget Act) by researching and implementing all applicable elements into a project.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Manage construction and design contracts, both electronic and hard copy.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Manage construction schedules to adhere to the overall project schedule.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Obtain client approvals, funding authorization, and other regulatory approvals to manage the construction process.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Review and comment on documents, such as work orders, scopes of work, project specifications, addendums, and bid documents to manage the construction process.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Establish a bid schedule to manage the construction process.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Manage the preparation and completion of the punch list items to ensure compliance with contract terms and conditions.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Manage the processing of Requests for Information (RFI) and submittals to ensure team members provide appropriate and timely response.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Manage the quality assurance/quality control process (e.g., design review, constructability review, materials testing, commissioning, inspections).
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Monitor the progress of construction contracts to ensure compliance.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Respond to bidder's questions to clarify contract requirements and manage the bid process.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Review and approve contract deliverables.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Review documents prepared by staff such as cost estimates, approval forms, and contracts.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Review time charges to approve labor time for permanent staff and casual employees.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Utilize Microsoft Office (MS) Suite, MS Project, and MS Excel.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Write advertisements, including project scope, location, estimated costs, and required licenses for prime construction to solicit qualified contractors.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ Weekly

☐ Monthly/Quarterly

☐ Semi-Annually/Annually

☐ Never

1. Write/create scopes of work, contract documents, schedules, and management plans.
2. Select one that best relates to the **length** of your experience performing this task.

☐ 37 or more months

☐ 24 to 36 months

☐ 0 to 23 months

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

☐ 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

☐ 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**

☐ (0400) Butte

☐ (0600) Colusa

☐ (0800) Del Norte

☐ (0900) El Dorado

☐ (1100) Glenn

☐ (1200) Humboldt

☐ (1700) Lake

☐ (1800) Lassen

☐ (2300) Mendocino

☐ (2500) Modoc

☐ (2800) Napa

☐ (2900) Nevada

☐ (3100) Placer

☐ (3200) Plumas

☐ (3400) Sacramento

☐ (3800) San Francisco

☐ (3900) San Joaquin

☐ (4500) Shasta

☐ (4600) Sierra

☐ (4700) Siskiyou

☐ (4900) Sonoma

☐ (5100) Sutter

☐ (5200) Tehama

☐ (5300) Trinity

☐ (5700) Yolo

☐ (5800) Yuba

**CENTRAL CALIFORNIA COUNTIES**

☐ (0100) Alameda

☐ (0200) Alpine

☐ (0300) Amador

☐ (0500) Calaveras

☐ (0700) Contra Costa

☐ (1000) Fresno

☐ (1400) Inyo

☐ (1500) Kern

☐ (1600) Kings

☐ (2000) Madera

☐ (2100) Marin

☐ (2200) Mariposa

☐ (2400) Merced

☐ (2600) Mono

☐ (2700) Monterey

☐ (4000) San Luis Obispo

☐ (4100) San Mateo

☐ (4300) Santa Clara

☐ (4400) Santa Cruz

☐ (4800) Solano

☐ (5000) Stanislaus

☐ (5400) Tulare

☐ (5500) Tuolumne

**SOUTHERN CALIFORNIA COUNTIES**

☐ (1300) Imperial

☐ (1900) Los Angeles

☐ (3000) Orange

☐ (3500) San Benito

☐ (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.