



# PRINCIPAL STRUCTURAL ENGINEER

Examination Type: Departmental - Open

Examination Code: OGS29

Final Filing Date: Continuous

## CLASSIFICATION DETAILS

Salary Range: \$14,104.00 - \$16,020.00

Class Code: 3330

View the [Principal Structural Engineer](#) class specification.

## APPLICATION INSTRUCTIONS

### Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

### How to Apply:

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) **AND** the [Qualifications Assessment](#) found at the end of this exam bulletin.

Examination Application (STD 678) forms are also available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

You may submit your examination application package by mail to:

**Department of General Services  
Office of Human Resources  
Attention: Examination Unit  
P.O. Box 989052  
West Sacramento, CA 95798-9052**

OR submit in person at:

**Department of General Services  
Office of Human Resources  
707 3rd Street, 7th Floor  
West Sacramento, CA 95605**

**Note:**

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the street address listed above.

The examination title(s) must be indicated on the application. Resumes alone will not be accepted.

Faxed or emailed applications and Qualifications Assessments will not be accepted.

Completed and signed exam Applications (STD. 678), **and** Qualifications Assessments must be received by the cut-off date in order to be considered. If an application is received after the cut-off date with a late or missing postmark, the application is considered late and will be included in the next cut-off date for processing. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application.

**Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources  
CalCareer Service Center  
1810 16th Street  
Sacramento, CA 95814  
Phone: (866) 844-8671  
Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)  
California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

**Requirements for Admittance to the Examination:**

Candidates must complete and submit the Qualifications Assessment along with his/her Examination Application (STD. 678). Candidates who meet the Minimum Qualifications will have their Qualifications Assessment rated.

Applicants must meet the experience/education Minimum Qualifications by the cut-off date.

Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside of California state service will count towards experience.

Applications and resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. Education information **MUST** include name of institution, course of study, semester or quarter units completed, degree (if applicable), and completion date. Applications/resumes received without this information may be rejected.

**Your signature on your application indicates that you have read, understood, and possess the qualifications required.**

## CUT-OFF DATES

Applications will be accepted on a continuous basis. Applications received after the cut-off date will be included in the next administration for processing. The cut-off dates will be as follows:

**March 31, 2023**

**June 15, 2023**

**Note:** Applications and Qualification Assessments may be processed on a flow basis prior to the cut-off date to meet the hiring needs of the department. Additionally, cut-off dates are subject to change or cancellation at any time. Such changes or cancellations will be in accordance with civil service laws and rules.

Please contact the Department of General Services, Examinations Unit at (916) 376-5400 or [Exams@dgs.ca.gov](mailto:Exams@dgs.ca.gov) if you have not received your results after 4 weeks.

## MINIMUM QUALIFICATIONS

Possession of a valid certificate to use the title of "Structural Engineer" under the statutes regulating the practice of civil engineering in California.

### And

Experience: Five years of structural engineering experience in the performance of increasingly complex duties, one year of which shall have been comparable in responsibility to that of a Supervising Structural Engineer in the California state service.

### And

Education: Equivalent to graduation from college with major work in civil or architectural engineering. (Additional qualifying experience may be substituted for the required education on a year- for-year basis.)

**NOTE:** Applicants using education to meet the minimum requirements MUST provide a copy of their diploma, copy of official transcript (sealed envelope not necessary), statement and/or evaluation from an accredited U.S. college or university with their examination application.

## POSITION DESCRIPTION

Under general direction to be responsible for the work of an Area or Headquarters Office of the Division of the State Architect, in connection with the enforcement of the Earthquake Safety Laws and other State laws relating to design and construction of buildings; and to do other related work.

Positions exist statewide.

## EXAMINATION SCOPE

This examination consists of the following components:

### **Qualifications Assessment - Weighted 100%**

This examination will consist of a Qualifications Assessment weighted 100%. Candidates must attain an overall minimum score of 70% in order to be placed on the eligible list.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification.

Candidates who meet the minimum qualifications will have their Qualifications Assessment rated, and successful candidates will be placed on an eligible list. **Submission of the Qualifications Assessment is mandatory.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each applicant's:

**A. Knowledge of:**

1. Strength of materials and structural analysis including both static and dynamic procedures;
2. Use, and properties of the materials of building construction;
3. Standard specifications and building codes applying to building and other engineering structures;
4. Geotechnical problems applying to building design and construction;
5. Field inspection procedures of building construction;
6. Purposes, organization, and procedures of the Office of the State Architect particularly the Structural Safety Section;
7. Principles and techniques of personnel management and supervision;
8. Principles of effective office administration and organization;
9. Office's Affirmative Action Program objectives;
10. A manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

**B. Ability to:**

1. Make technical investigations to determine structural safety of existing structures, particularly the capacity to resist lateral forces;
2. Make recommendations on structural features of proposed structures;
3. Review and judge the quality of office and field structural engineering;
4. Plan, organize, direct, coordinate and evaluate the work of others;
5. Analyze situations accurately and adopt an effective course of action;
6. Draft proposed rules and regulations, prepare memoranda and technical reports and correspondence;
7. Effectively contribute to the Office's affirmative action objectives.

**C. Highly Desirable Characteristics:**

1. Well-developed expertise in field observation of construction work
2. Effective consultative skills with engineers, contractors, and various public authorities on State safety requirements related to the structural design and construction of public structures
3. Demonstrated administrative ability and tact

## ELIGIBLE LIST INFORMATION

An Open-Statewide eligible list will be established for the Department of General Services. Names of successful candidates will be merged onto the list in order of final scores regardless of exam date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

## VETERANS' PREFERENCE/CAREER CREDITS

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veteran's status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## CONTACT INFORMATION

If you have questions concerning this announcement, please contact:

[California Department of General Services](#)  
Office of Human Resources – Examination Unit  
707 3rd Street, 7th Floor  
West Sacramento, CA 95605  
Phone: (916) 376-5400  
Email: Exams@dgs.ca.gov

California Relay Service: 7-1-1 (TTY and voice). TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

**Applications are available** at local offices of the Employment Development Department, the Department noted on the bulletin, or on through your [CalCareer Account](#).

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of General Services reserves the right** to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

**High School Equivalence:** Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.



# Principal Structural Engineer

## QUALIFICATIONS ASSESSMENT

### TABLE OF CONTENTS

General Instructions .....	1
Examination Documents .....	2
Mailing Instructions .....	2
Candidate Information .....	3
Prior State Employment Information .....	3
Conditions of Employment .....	4
Address or Availability for Employment Changes.....	4
Experience – Qualifications Assessment .....	5
Knowledge, Skills, and Abilities (KSA) – Qualifications Assessment .....	14
Affirmation Statement .....	20

### GENERAL INSTRUCTIONS

#### READ INSTRUCTIONS CAREFULLY

This Qualifications Assessment is the examination for the Principal Structural Engineer, classification. This examination will provide you with an opportunity to demonstrate your knowledge and experience in a variety of areas.

The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed onto an eligible list. The list will be used by Department of General Services to fill existing positions. A “Conditions of Employment” form is included in this examination which will allow you to select the location and time base you are interested in working.

It is required that you personally complete this examination accurately and without assistance. This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score. Additional instructions are provided on the following pages.

## **YOUR RESPONSES ARE SUBJECT TO VERIFICATION**

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the eligible list / certification list
- Loss of State employment
- Loss of rights to compete in any future state examination

## **EXAMINATION DOCUMENTS**

The Qualifications Assessment Package consists of the following:

- Complete the State of California [Examination Application \(STD. 678\)](#) and be sure to sign and date the application. Please refrain from writing “see resume” under the duties performed on the application.
- Your completed Qualifications Assessment.
- All documents required for completion: Candidate Information, Prior State Employment Information, Conditions of Employment, and Affirmation Statement.
- Any supporting documentation to meet the minimum qualifications (see bulletin for minimum qualifications). For example, if you are meeting the minimum qualifications with education, you must include a copy of your diploma and/or official transcript(s). A copy of the official marked transcript is sufficient. The seal may be broken on the envelope upon your receipt of your transcript.

If any of the above-mentioned documents are not completed and/or submitted, you may be disqualified from this examination.

## **MAILING INSTRUCTIONS**

You may submit your completed Qualifications Assessment Package by mail to:

Department of General Services  
Office of Human Resources  
Attention: Examination Unit  
PO Box 989052  
West Sacramento, CA 95798-9052

OR submit in person at the following address:

Department of General Services  
Office of Human Resources  
Attention: Examination Unit  
707 3rd Street, 7th Floor  
West Sacramento, CA 95605

If you choose to deliver your Qualifications Assessment Package, our business hours and days are between 8:00 a.m. and 5:00 p.m., Monday through Friday.



**Note:**

- Qualification Assessment Packages received **after** the cut-off date will be held for the next administration for processing.
- Be sure your envelope has **adequate postage including a postmark date** if submitting via mail.
- Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.
- Facsimiles (FAX) OR email copies will **NOT** be accepted under any circumstances.
- Keep a photocopy of your completed Qualifications Assessment Package for your records.

**CANDIDATE INFORMATION**

**Name:**

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**Social Security Number:**

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**Home Telephone Number:**

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**Work Telephone Number:**

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**E-mail Address:**

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**PRIOR STATE EMPLOYMENT INFORMATION**

Complete this next section **ONLY** if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings.

IF THIS DOES NOT APPLY TO YOU, please mark the “Not Applicable” box below and continue to the next section.

State Personnel Board, Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

YES

NO

NOT APPLICABLE

## CONDITIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE

Positions are not available at all locations.

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 below.

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Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- (D) Permanent Full-Time**                       **(R) Permanent Part-Time**  
 **(K) Limited-Term Full-Time**                       **(A) Any**

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.

### LOCATION(S) YOU ARE WILLING TO WORK:

- 5 ANYWHERE IN THE STATE** – If checked, no further selection is necessary

#### **NORTHERN CALIFORNIA**

- 3400 Sacramento County  
 5700 Yolo County

#### **CENTRAL CALIFORNIA**

- 0100 Alameda County

#### **SOUTHERN CALIFORNIA**

- 1900 Los Angeles County  
 3700 San Diego County

## ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

Please refer to your [CalCareer Account](#) and log into to update address changes and/or availability for employment changes or contact Department of General Services for assistance at the following address:

[California Department of General Services](#)

Office of Human Resources – Examination Unit

707 3<sup>rd</sup> Street, 7<sup>th</sup> Floor

West Sacramento, CA 95605

Phone: (916) 376-5400

Email: Exams@dgs.ca.gov

## START HERE FOR THE QUALIFICATIONS ASSESSMENT

### EXPERIENCE – QUALIFICATIONS ASSESSMENT

Read each statement carefully and select the option that best relates to your experience. Your experience includes your education, training courses, and/or work experience (paid or not paid).

1. Manages the plan and field review activities and the business services support for the office through subordinate supervisors in order to independently carry out the day-to-day operations of the organization using principles of effective office administration in accordance with applicable organizations and State regulations, policies, and procedures.

**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
- Zero to 12 months

**Select one that best relates to how often you performed this task:**

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

2. Oversees and authorizes budget expenditures for the daily operations of the organization for the assigned geographical area using principles of effective office administration and organization in accordance with applicable organizations and State regulations, policies, and procedures.

**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
- Zero to 12 months

**Select one that best relates to how often you performed this task:**

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

3. Identifies and evaluates with office supervisors and leads the workload to determine the need for consultant services using internal tracker and project scheduling databases in accordance with organization's policies and procedures.

**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
- Zero to 12 months

**Select one that best relates to how often you performed this task:**

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

4. Negotiates scope, fees and schedules for specific consultant contract amendments using the submitted plans and specifications in accordance DGS and organization's regulations, policies, and procedures.

**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
- Zero to 12 months

**Select one that best relates to how often you performed this task:**

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

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

**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
- Zero to 12 months

**Select one that best relates to how often you performed this task:**

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

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

**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
- Zero to 12 months

**Select one that best relates to how often you performed this task:**

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

7. Identifies staffing needs and coordinates resources through internal organization in order to conduct the organization operations in accordance with organization and State regulations, policies, and procedures.

**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
- Zero to 12 months

**Select one that best relates to how often you performed this task:**

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

8. Ensures compliance with the California Education, Governmental, and Health & Safety Codes through plan and field review of construction projects for public schools (K-12), community colleges and state buildings as applicable in accordance with organization and State regulations, policies, and procedures.

**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
- Zero to 12 months

**Select one that best relates to how often you performed this task:**

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

9. Assists in the development and establishment of building codes, operational policies, and procedures in order to ensure uniform and consistent interpretation and application of the applicable statutes, regulations, policies, and procedures by consulting with internal organization, other staff and external stakeholders as issues arise and by participating in weekly and month management meetings as directed by internal organization and State authority.

**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
- Zero to 12 months

**Select one that best relates to how often you performed this task:**

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

10. Responds to inquiries, verbally and in writing, from school district personnel, architects, structural engineers, inspectors, contractors, owners, and others regarding provisions of the Education Code (Field Act), Essential Services Building Act and other applicable statutes and regulations in order 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 as applicable.

**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
- Zero to 12 months

**Select one that best relates to how often you performed this task:**

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

11. Meets 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 under the organization jurisdiction in accordance with internal organization and State regulations, policies, and procedures.

**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
- Zero to 12 months

**Select one that best relates to how often you performed this task:**

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

12. Evaluates staff performance and recommends appropriate action, including but not limited to merit salary adjustments and progressive discipline in order to perform supervisory and administrative functions according to internal organization's and State policies and procedures.

**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
- Zero to 12 months

**Select one that best relates to how often you performed this task:**

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



13. Evaluates supervisor performance and guides supervisors in performance issues and the constructive intervention process to improve staff performance in accordance with internal organizations and State regulations, policies, and procedures.

**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
- Zero to 12 months

**Select one that best relates to how often you performed this task:**

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

14. Provides training identified in staff's annual Individual review plan for both technical and organization's subject matter through organization sponsored and outside training opportunities in accordance with internal organizations and State regulations, policies, and procedures.

**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
- Zero to 12 months

**Select one that best relates to how often you performed this task:**

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

15. Assigns 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 when required in accordance with internal organization and State regulations, policies, and procedures.

**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
- Zero to 12 months

**Select one that best relates to how often you performed this task:**

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

16. Performs emergency response duties for DSA headquarters and organization facilities as defined in the DSA Continuity Plan for Business and DSA Emergency Plan, in cooperation with the California Office of Emergency Services (OES) procedures in order to maintain DSA services to stakeholders in accordance with the State Emergency Management System (SEMS).

**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
- Zero to 12 months

**Select one that best relates to how often you performed this task:**

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

17. Represents organization by attending meetings and conferences as delegated by the State Architect or Deputy to the State Architect in order to provide updates and information to stakeholder groups in accordance with organization and State regulations, policies, and procedures.

**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
- Zero to 12 months

**Select one that best relates to how often you performed this task:**

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

18. Maintains supervisory continuing education requirements in order to keep abreast of current methods by attending organization's sponsored or other training for supervisors in accordance with Government Code Section 19995.4 and State regulations.

**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
- Zero to 12 months

**Select one that best relates to how often you performed this task:**

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

**Continue to the Knowledge, Skills and Abilities (KSA)  
Qualifications Assessment on the next page.**

## KNOWLEDGE, SKILLS & ABILITIES (KSA) – QUALIFICATIONS ASSESSMENT

Read each statement carefully and select the option that best relates to your knowledge, skill, or ability (KSA). Your KSA includes your formal education, training courses, and/or work experience (paid or not paid).

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

**Select one that best describes your knowledge/skill/ability (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 no or a very limited amount of this KSA.

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

**Select one that best describes your knowledge/skill/ability (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 no 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 in order to manage the office operations.

**Select one that best describes your knowledge/skill/ability (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 no or a very limited amount of this KSA.

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

**Select one that best describes your knowledge/skill/ability (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 no or a very limited amount of this KSA.

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

**Select one that best describes your knowledge/skill/ability (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 no or a very limited amount of this KSA.

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

**Select one that best describes your knowledge/skill/ability (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 no or a very limited amount of this KSA.

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

**Select one that best describes your knowledge/skill/ability (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 no or a very limited amount of this KSA.

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

**Select one that best describes your knowledge/skill/ability (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 no 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 in order to manage the office operations.

**Select one that best describes your knowledge/skill/ability (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 no or a very limited amount of this KSA.

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

**Select one that best describes your knowledge/skill/ability (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 no 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.

**Select one that best describes your knowledge/skill/ability (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 no or a very limited amount of this KSA.

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

**Select one that best describes your knowledge/skill/ability (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 no 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.

**Select one that best describes your knowledge/skill/ability (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 no 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.

**Select one that best describes your knowledge/skill/ability (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 no 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 at a professional level to ensure compliance with office regulations, policies, and procedures.

**Select one that best describes your knowledge/skill/ability (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 no 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.

**Select one that best describes your knowledge/skill/ability (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 no or a very limited amount of this KSA.

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

**Select one that best describes your knowledge/skill/ability (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 no or a very limited amount of this KSA.

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

**Select one that best describes your knowledge/skill/ability (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 no or a very limited amount of this KSA.

37. Ability to effectively contribute to the office's affirmative action objectives.

**Select one that best describes your knowledge/skill/ability (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 no 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.

**Select one that best describes your knowledge/skill/ability (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 no or a very limited amount of this KSA.

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

**Select one that best describes your knowledge/skill/ability (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 no or a very limited amount of this KSA.

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

**Select one that best describes your knowledge/skill/ability (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 no 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 at a professional level that may impact pre-established course of actions for completion or progressing with project delivery.

**Select one that best describes your knowledge/skill/ability (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 no or a very limited amount of this KSA.

42. Ability to take action and/or make commitments at a professional level in a variety of situations under a variety of circumstances, even in uncertain situations or under uncertain circumstances to accomplish project delivery.

**Select one that best describes your knowledge/skill/ability (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 no or a very limited amount of this KSA.



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

**Select one that best describes your knowledge/skill/ability (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 no or a very limited amount of this KSA.

**THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT**

**PLEASE COMPLETE AFFIRMATION STATEMENT ON THE NEXT PAGE**

**AFFIRMATION STATEMENT**

**THIS AFFIRMATION MUST BE COMPLETED**

I hereby certify and understand the information provided by me on this Qualifications Assessment is true and correct to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the 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. Your signature on your application indicates that you have read, understood, and possess the qualifications required.

It is a violation of Government Code Section 18935 “to practice any deception or fraud” on your application, on this Qualifications Assessment, or any other documentation you submit to obtain state employment eligibility.

**SIGNATURE:**

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**DATE:**

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**NAME (PRINTED):**

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**THIS COMPLETES THE QUALIFICATIONS ASSESSMENT PACKAGE**