



# Assistant & Associate Procurement Engineer

**Exam Code:** 2GS22-01/02

**Department:** Department of General Services

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

## CLASSIFICATION DETAILS

### Salary Range:

Assistant Procurement Engineer: \$6,865.00 - \$8,590.00

Associate Procurement Engineer: \$8,976.00 - \$11,229.00

**Classification Codes:** 3395 and 3396

View the [Procurement Engineer Series](#) 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 **six (6)** months.

### How to Apply:

All applicants must complete and submit an [Examination Application \(STD. 678\)](#), **AND** the [Qualifications Assessment](#). The Qualifications Assessment can be 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 form (STD 678). You may file for both the Assistant and Associate Procurement Engineer exams on a single 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 16<sup>th</sup> 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 EXAM**

Applicants must complete and submit the Qualifications Assessment along with his/her Examination Application (STD. 678). Applicants 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.

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

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.

**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.

## **CUT-OFF DATE**

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

**Cut-off dates for processing 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**

### **All Levels:**

The following educational requirement must be met when non-State experience is used to qualify for any level.

**Education:** Equivalent to graduation from college with major work in engineering or one of the physical sciences. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.) (A Master's Degree in Engineering or one of the physical sciences may be substituted for the experience required for the Assistant Procurement Engineer level.)

### **ASSISTANT PROCUREMENT ENGINEER**

#### **EITHER I**

Education: Equivalent to graduation from college with major work in engineering or one of the physical sciences. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) **and**

Experience: Two years of experience in engineering or a related physical science field, one year of which shall have been in quality control testing and inspection in the manufacture of products or materials, or in the development of purchasing specifications for material selection.

#### **OR II**

Experience: One year of experience in the California state service performing the duties of a "Junior" or "Range A" engineer.

#### **OR III**

Two years of experience in the California state service in a subprofessional engineering classification which involved material design, testing or selection.

### **ASSOCIATE PROCUREMENT ENGINEER**

#### **EITHER I**

Two years of experience in the California state service performing the duties of an Assistant Procurement Engineer.

#### **OR II**

Two years of engineering or related physical science experience, two years of which must have included quality control testing and inspection in the manufacture of products or materials or in the design or specification of materials. **and** Education: As indicated above.

## POSITION DESCRIPTION

### **ASSISTANT PROCUREMENT ENGINEER**

This is the first level journey person in this series. Under supervision, incumbents perform engineering work of average difficulty, assist in making quality control engineering surveys and studies, and assist in developing technical purchasing specifications and standards.

### **ASSOCIATE PROCUREMENT ENGINEER**

This is the fully qualified professional level engineer in the series. Under direction, incumbents perform difficult quality control engineering work or develop technical procurement specifications and standards; act as lead-person over subordinate staff members in connection with research studies and investigations of data for standards and specifications for materials, equipment and supplies; the design, installation, maintenance and operation of statewide quality control sampling, inspection and testing programs; independently make or supervise quality control engineering surveys, research and studies; make engineering calculations of energy consumption and life-cycle costing.

Positions exist in West Sacramento, Yolo County.

## SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel throughout the State; tact and reliability.

## EXAMINATION SCOPE

This examination consists of the following components:

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

This examination will consist of a Qualifications Assessment weighted 100%. Applicants 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 applicant's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Applicants who meet the minimum qualifications will have their Qualifications Assessment rated, and successful applicants will be placed on an eligible list.

**Submission of the Qualifications Assessment is mandatory.** Applicants 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:

### **ASSISTANT PROCUREMENT ENGINEER:**

#### **A. Knowledge of:**

1. Engineering mathematic, engineering fundamentals, methods of physical and chemical testing of raw and finished products;

2. Statistical methods of data reduction and presentation;
3. Sample methods by variance and attributes;
4. Testing methods, machines, and equipment used in chemical and physical measurement involving factors such as Spectroscopy, viscometry, tensile strength, dielectric properties, dimensional tolerance and opacity, testing methods and limitations as to repeatability, accuracy, and reliability;
5. Purchasing standard and specification development, legal aspects of rejecting nonconforming purchases;
6. Uniform Commercial Code.

**B. Ability to:**

1. Make engineering computations;
2. Analyze design capabilities of scientific equipment, determine compliance with written specifications and determine relevance of deviation from specifications with respect to utility, suitability, and usage;
3. Prepare accurate and concise reports;
4. Speak and write effectively;
5. Develop accurate and concise standards of specifications reflecting product suitability, adaptability, and utility of items in relation to their use.

**ASSOCIATE PROCUREMENT ENGINEER:**

**A. Knowledge of:**

All of the above, and knowledge of basic principles of effective supervision and training.

**B. Ability to:**

All of the above, and ability to serve in a lead capacity over other technical personnel.

**ELIGIBLE LIST INFORMATION**

Departmental – Open, eligible list(s) will be established for the Department of General Services. The names of successful applicants will be merged onto the list(s) 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(s) to reestablish eligibility.

Veterans' Preference will be granted for this examination(s). 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 Form \(CalHR 1093\)](#) 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(s).

**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.

## CONTACT INFORMATION

If you have questions concerning this announcement, please contact:

[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](mailto: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.

## 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.

## GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and 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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) 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 civil service laws and rules and all applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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 examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**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) servicewide 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 in one to four years unless otherwise stated on the bulletin.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education 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 competitor 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.





## Assistant and Associate Procurement Engineer Qualifications Assessment

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### GENERAL INSTRUCTIONS

#### READ INSTRUCTIONS CAREFULLY

This Qualifications Assessment is the examination for the Assistant and Associate Procurement Engineer classification(s). 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 for the Assistant and Associate Procurement Engineer classification(s). The list will be used by all State of California departments to fill existing positions. A “Conditions of Employment” section is included in this examination which will allow you to select the location(s) 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.

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### **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 signed Affirmation Statement.
- Any supporting documentation to meet the Minimum Qualifications (see bulletin). 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 3<sup>rd</sup> Street, 7<sup>th</sup> Floor  
West Sacramento, CA 95605

## Department of General Services – Office of Human Resources

### Note:

- Candidates whose Qualification Assessment Package is postmarked, personally delivered, or received via interoffice mail **after** the cut-off date will be included in 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

**Printed 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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**Email 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 skip this 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**

**CONDITIONS OF EMPLOYMENT**

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

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.

**TYPE OF APPOINTMENT YOU WILL ACCEPT**

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**

☐ **(K) Limited-Term Full-Time**

☐ **(R) Permanent Part-Time**

☐ **(A) Any**

If all boxes 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**

☐ **(5700) Yolo County**

**ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES**

After list release, successful candidates may update any address and/or availability for employment preference information by accessing their [CalCareer Account](http://www.calcareers.ca.gov) ([www.calcareers.ca.gov](http://www.calcareers.ca.gov)) on the California Department of Human Resources (CalHR) website or by notifying Department of General Services at the following address:

Department of General Services  
Office of Human Resources  
707 3<sup>rd</sup> Street, 7<sup>th</sup> Floor  
West Sacramento, CA 95605  
Attention: Examination Unit  
Phone: (916) 376-5401

## QUALIFICATIONS ASSESSMENT

**Start here for both the Assistant and Associate Procurement Engineer Qualifications Assessment.**

**Read each task 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 unpaid).**

1. Develop and/or assist in the development of technical standards and specifications.

**Select one that best relates to your experience performing this task:**

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

2. Identify performance criteria of products and services by using technical expertise.

**Select one that best relates to your experience performing this task:**

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

3. Collect, analyze, and interpret engineering information using technical expertise and resources (e.g., technical specification, manuals).

**Select one that best relates to your experience performing this task:**

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

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4. Identify the product end use to ensure applicability and compatibility (equipment fits and functions with existing equipment).

**Select one that best relates to your experience performing this task:**

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

5. Participate on project teams to accomplish team goals and objectives.

**Select one that best relates to your experience performing this task:**

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

6. Recommend solutions using technical expertise and research.

**Select one that best relates to your experience performing this task:**

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

7. Analyze technical documents to develop specifications to ensure competitive bidding.

**Select one that best relates to your experience performing this task:**

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

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8. Evaluate product specifications and contract bids to determine technical compliance to specifications.

**Select one that best relates to your experience performing this task:**

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

9. Perform and/or participate in product inspections for quality and performance.

**Select one that best relates to your experience performing this task:**

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

10. Lead and/or participate in audit operations for quality control and assurance.

**Select one that best relates to your experience performing this task:**

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

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

**Select one that best relates to your experience performing this task:**

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

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

**Select one that best relates to your experience performing this task:**

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

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

**Select one that best relates to your experience performing this task:**

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

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

**Select one that best relates to your experience performing this task:**

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

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

**Select one that best relates to your experience performing this task:**

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



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16. Provide engineering support to customers.

**Select one that best relates to your experience performing this task:**

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

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

**Select one that best relates to your experience performing this task:**

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

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

**Select one that best relates to your experience performing this task:**

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

19. Collaborate and present using oral and written communication skills.

**Select one that best relates to your experience performing this task:**

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

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20. Research new development in the industry and emerging technologies.

**Select one that best relates to your experience performing this task:**

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

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

**Select one that best relates to your experience performing this task:**

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

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

**Select one that best relates to your experience performing this task:**

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

**If you are only taking the Assistant Procurement Engineer exam:**

**Skip the Knowledge, Skills and Abilities (KSA) Qualifications Assessment and complete the Affirmation Statement on page 15.**

**If you are taking the Associate Procurement Engineer exam:**

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

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**Read each statement carefully and select the option that best relates to your knowledge, skills, or abilities (KSA). Your KSA includes your formal education, training courses, and/or work experience (paid or unpaid).**

1. Knowledge of Engineering Fundamentals (materials, physics, chemistry, mathematics) and testing methodologies.

**Select one that best describes your knowledge:**

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

2. Knowledge of Statistical Analysis for product acceptance or rejection.

**Select one that best describes your knowledge:**

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

3. Knowledge of quality assurance principals to establish and/or review product acceptance or rejection.

**Select one that best describes your knowledge:**

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

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

**Select one that best describes your knowledge:**

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

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

**Select one that best describes your knowledge:**

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

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

**Select one that best describes your knowledge:**

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

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

**Select one that best describes your knowledge:**

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

8. Basic knowledge of sustainability practices.

**Select one that best describes your knowledge:**

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

## Department of General Services – Office of Human Resources

9. Skill to perform Engineering and Greenhouse Gas computations to review and/or create product requirements comparison.

**Select one that best describes your knowledge:**

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

10. Skill to understand technical nomenclature in order to match customer's needs with available products.

**Select one that best describes your knowledge:**

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

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

**Select one that best describes your knowledge:**

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

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

**Select one that best describes your knowledge:**

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

**Department of General Services – Office of Human Resources**

13. Ability to develop technical standards and specifications.

**Select one that best describes your knowledge:**

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

14. Ability to identify product performance criteria.

**Select one that best describes your knowledge:**

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

15. Ability to serve as liaison in integrating customer's needs with supplier capabilities.

**Select one that best describes your knowledge:**

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

**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, AND on the Examination Application (STD 678), 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.

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

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (PRINTED): \_\_\_\_\_

**THIS COMPLETES THE QUALIFICATIONS ASSESSMENT PACKAGE**