



Disaster Assistance Programs Specialist I

Exam Code: 6OEAA

Department: California Governor's Office of Emergency Services

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Disaster Assistance Programs Specialist I – \$4,359.00 - \$5,998.00 per month

[View the Disaster Assistance Programs Specialist I classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

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

Please read this bulletin in its entirety before taking the examination, Once you have taken this examination, you may not retake it for **twelve (12) months**.

How To Apply:

The link to connect to the online multiple-choice examination is located on this bulletin in the "**Taking the Examination**" section.

Cut-off Dates and Timely Filing:

Examinations will be processed monthly, (or as the needs of the department warrant). Examination cut-off dates are listed below:

January 31, 2024	July 31, 2024
February 29, 2024	August 30, 2024
March 29, 2024	September 30, 2024
April 30, 2024	October 31, 2024
May 30, 2024	November 29, 2024
June 28, 2024	December 31, 2024

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability or medical condition, please contact the testing department listed in the "Contact Information" section of this bulletin. Please complete [Accommodation Request Form STD 679. - Exams Only](#)

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, will count toward experience.

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Either 1

Four years of broad and progressively responsible coordination experience with disaster assistance programs. (College education may be substituted for up to three years of the required qualifying experience on a year-for-year basis.)

Or 2

Four years of experience in a field related to construction cost estimating, construction management, contracting, building inspection, basic engineering, basic architecture, property appraisal, building insurance adjustment, urban or environmental planning, and/or grant writing. (College education may be substituted for up to three years of the required qualifying experience on a year- for-year basis.)

Note: Qualifying experience includes journeyman level work in general building and construction trades such as cabinets, flooring, plumbing, electrical or other related work.

Driver's License: Applicants must possess a valid driver's license of the appropriate class issued by the Department of Motor Vehicle prior to appointment. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

POSITION DESCRIPTION

Disaster Assistance Programs Specialist I

The Disaster Assistance Programs Specialist series describes a broad range of field inspections; hazard mitigation programs; technical; staff; and project management work performed within the Office of Emergency Services.

This is the entry, working, and journey level of the series. Incumbents perform work of average to difficult and complex work associated with the disaster assistance programs. Incumbents of the series provide consultation and coordination of disaster

assistance programs to local, State, and Federal entities. Incumbents perform field inspections, including buildings and facilities damaged as a result of an event or disaster, to document damages and identify hazard mitigation opportunities; document cost estimates for eligibility; review projects for compliance with local, State, and Federal disaster program regulations; conduct project monitoring and project completion review; assist in the preparation of grant proposals; provide technical disaster assistance program guidance and training; review architectural and engineering plans for program eligibility; attend briefings and meetings; maintain cooperative working relationships with local, State, and Federal officials; may serve as a designated agency representative and participate in various levels of potentially controversial, politically sensitive discussions, analysis, and recommendations; and do other related work.

Positions exist Statewide.

EXAMINATION SCOPE

This examination consists of the following components:

Online Multiple-Choice Examination – Weighted 100% of the final score.

The online multiple-choice examination is comprised of the following sections:

- 1) Cost Estimating
- 2) Communication
- 3) Construction
- 4) Code
- 5) Evaluating Situations Accurately / Taking Effective Action

A final score of 70% must be attained to be placed on the eligible list. In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of: Construction management and engineering principles; local, State, and Federal building codes; State and Federal regulations; environmental and historic law; risk assessment and analysis; accounting principles and estimating techniques; mitigation and environmental planning techniques and principles; methods of program report preparation and program reporting techniques; grant writing techniques; organization and operations of local, State, and Federal disaster assistance programs; methods and procedures of local government and State organizations; public administration; and basic computer skills.

Ability to: Interpret applicable codes, laws, rules, regulations, and policies; analyze situations accurately, and take effective action; reason logically; analyze data and effectively present ideas; communicate effectively; and establish and maintain

cooperative working relationships with various agencies and all persons contacted in the disaster assistance programs.

Special Personal Characteristics: Demonstrated ability to be flexible and a willingness to work effectively under adverse conditions; tact and professional demeanor; travel for extensive periods at any time emergencies arise, including weekends and holidays; and work odd hours and long shifts.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the classification of **Disaster Assistance Programs Specialist I** will be established for the California Governor's Office of Emergency Services.

The names of successful competitors will be merged onto the eligible list in order of final score 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 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.

Veterans' 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 do not apply for this examination.

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.

TAKING THE EXAMINATION

When you select the link below, you will be directed to the Disaster Assistance Programs Specialist I online examination. Examination scores will be processed monthly (or as the

needs of the department warrant) and results will be mailed to the address provided during the application process.

Please allow approximately 120 minutes to complete this examination. There is no way to pause, stop or reset the exam once you start. Please ensure you allow plenty of time to take the online examination, it is recommended you do not take the examination until you are able to do so.

A stable internet connection is recommended as no additional time will be provided for internet loss, power loss, or computer/browser issues. If you are unable to complete the 120-minute timed examination, it is recommended you do not take the examination until you are able to do so.

[CLICK HERE to take the Disaster Assistance Programs Specialist I Exam](#)

TESTING DEPARTMENT

California Governor's Office of Emergency Services

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

California Governor's Office of Emergency Services
3650 Schriever Avenue
Mather, CA 95655
Phone: (916) 845-8321

Examinations@caloes.ca.gov

California Relay Service: Voice 7 1 1 (TTY and voice) TTY: (800) 734-2929
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 work place. 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 Governor's Office of Emergency 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 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 12th 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.