



STATE OF CALIFORNIA
Department of Parks and Recreation
 EXAMINATION ANNOUNCEMENT
CONSTRUCTION SUPERVISOR II
OPEN - SPOT



THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO 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.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE 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.

POSITIONS EXIST

This is a **SPOT** examination for Sacramento and San Diego counties. Candidates may only establish eligibility for these counties.

SALARY RANGE

\$8,105 - \$10,147

WHO SHOULD APPLY

Applicants who meet the requirements as stated in the Minimum Qualifications section of this announcement. Applications will not be accepted on a promotional basis.

FILING INSTRUCTIONS

Final Filing Date: November 11, 2016

Applications (STD. 678) are available at California Department of Human Resources website at www.jobs.ca.gov. Applications postmarked or personally hand delivered after the final filing date **will not** be accepted for any reason.

Applications must include the following information in the section titled: "Examination(s) or Job Title(s) for which you are applying"

- Exam Title: **Construction Supervisor II**
- Exam Code: **6PR16**

Only applications for the *Construction Supervisor II* will be accepted. If you are applying for multiple examinations you must file a separate application for each one. Failure to do so will result in the rejection of your application from this examination.

Note: Do not send your application via office or interoffice mail. Applications received by this manner **will not** be accepted and cannot be returned pursuant to California Code of Regulations §174. 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.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE (T&E) EXAMINATION

The examination is based solely on your Training and Experience. The Training and Experience (T&E) Evaluation Examination is weighted 100%. To obtain a position on the eligible list, a minimum score of 70% must be received.

Filing deadline to complete the T&E Examination is **November 11, 2016**. The link to this examination will not be available after that date.

To complete the required T&E Examination, click below or type the following link into your address bar:

<https://www.surveymonkey.com/r/ConstructionSupervisorII>

Exam Title: Construction Supervisor II
Exam Code: 6PR16
Schem Code: IS50

Release date: October 14, 2016
Final Filing Date: November 11, 2016
Class Code: 4030

EXAMINATION INFORMATION (continued)

The T&E Examination will be submitted electronically to the Department of Parks and Recreation Exam Unit. Your State Application (Std. 678) will be submitted via regular mail or in person. Both the exam and the application must be submitted by **November 11, 2016**, the final filing date, or you will be eliminated from the examination.

WHERE TO APPLY

Your State Application (STD. Form 678) may be delivered in person or by mail to:

By mail:

Department of Parks and Recreation
Attention: Selections Unit / Karen Oswald
P.O. Box 942896
Sacramento, CA 94296-0001

In person:

Department of Parks and Recreation
Attention: Selections Unit / Karen Oswald
1416 9th Street, Room 1018 (10th floor)
Sacramento, CA 95814

FINAL FILING DATE

Required: A hard copy of your completed State Application (STD Form 678) must be mailed and postmarked or hand delivered no later than **November 11, 2016**, the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment application. The Selections Unit will contact you to make special testing arrangements. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the Exam Analyst at (916) 651-0438.

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the Department of Parks and Recreation for Sacramento and San Diego counties. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **November 11, 2016**, the final filing date.

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

If education is required to meet the minimum qualifications, include on the application (question #13) the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed. **Note: Applicants who are hired from the employment list must provide their official transcripts from the applicable institution(s) if education is used to meet the minimum qualifications.**

Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approving foreign transcript evaluation agency before they may be used for credentialing purposes.

Pursuant to Government Code 18935(b), candidates with permanent status at the Construction Supervisor II level or above may not be eligible to apply for this examination.

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MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidate's possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

Possession of a valid driver's license of the appropriate class issued by the Department of Motor Vehicles (Applicants who do not possess the required license may be admitted to the examination, but must obtain the license before they will be considered eligible for appointment).

And

Either I

Experience: Two years of experience performing the duties of a Construction Supervisor I in the California state service.

Or II

Experience: Broad and extensive (more than five years) experience in either: (1) As an architect's, engineer's, owner's, or construction manager's representative in technical inspection or supervision of building construction work involving the performance of increasingly complex duties and including two years of experience in supervision of other inspectors or construction managers on construction of major buildings such as schools, hospitals, prisons, institutions, high and mid-rise office buildings, or other comparable institutional or commercial buildings; or (2) As a construction superintendent on major buildings such as schools, hospitals, prisons, institutions, high and mid-rise office buildings, or other comparable institutional or commercial buildings.

(Experience in the California state service applied toward these experience requirements must include at least two years performing the duties of a Construction Supervisor I).

And

Education: Equivalent to graduation from college with major course work in engineering or architecture.

(Additional qualifying experience may be substituted for the required education on the basis of two years of qualifying experience equaling one academic year of education).

DEFINITION OF TERMS IN MINIMUM QUALIFICATIONS

"Performing the duties of" to meet this requirement, the applicant must have the amount of experience in State service in the class (or on a T&D to the class) specified.

"Equivalent to graduation from college" satisfaction of the requirements for a bachelor's degree from an accredited college. Applicant must show receipt of a bachelor's degree. Completion of the number of units typical of four full years of college (120 or more semester units or 180 or more quarter units).

SPECIAL PERSONAL CHARACTERISTICS

Tact; keenness of observation; and physical stamina

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a certificate in general building construction, inspection, or code enforcement from the: American Construction Inspector's Association; International Conference of Building Officials; Office of Statewide Health Planning and Development; other similar association or regulatory governmental organization; or current registration as an architect or engineer (civil, structural, mechanical, or electrical).

POSITION DESCRIPTION

Department of Parks and Recreation utilizes the Construction Supervisor II classification for the positions of Construction Manager and Project Manager. This is a nonsupervisory position under direction, (1) in one of the designated construction areas, to have charge of the supervision or continuous inspection of one or more major building construction projects; or (2) to perform difficult staff work in Construction Services Headquarters requiring extensive knowledge and experience in construction methods, materials, and processes; and to do other related work.

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EXAMINATION SCOPE

Knowledge of:

1. Materials, methods, and processes used in the construction of wood, steel frame, masonry, and concrete buildings
2. Work of various building trades
3. Various codes and safety orders applicable to building construction
4. Proper methods of mixing, placing, and curing plain and reinforced concrete
5. Mortar and grout mixes
6. Forms and shoring
7. Methods of steel frame erection and reinforced concrete construction
8. Soils and soil conditions and testing
9. Plumbing, heating, ventilating, air conditioning, and electrical work
10. Structural engineering designs
11. Pile driving
12. Construction management
13. Personal computers and related software programs
14. Principles of various scheduling techniques including critical path scheduling

Ability to:

1. Detect poor quality building materials and workmanship utilizing visual inspection with knowledge of industry standards, code requirements, and test results
2. Calculate material quantities
3. Understand and detect deviations from plans, specifications, and other contract documents by inspection
4. Analyze situations accurately and take effective action
5. Lay out and direct the work of others
6. Perform and interpret results from field tests
7. Keep records of time and materials
8. Prepare correspondence and write clear and comprehensive reports
9. Gain and maintain the confidence of those contacted during the course of the work

VETERANS' PREFERENCE

Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

CAREER CREDITS

Career credits are not granted in open examinations.

CONFIDENTIALITY AND SECURITY

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

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GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Parks and Recreation, (916) 651-0438 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Selections Unit of the Department of Parks and Recreation, (916) 651-0438, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: Locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at Department of Parks and Recreation, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at jobs.ca.gov.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on 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 Parks and Recreation reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changes. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

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 in 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 examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veterans' Preference: Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application ([CalHR 1093](#)), which is available at <https://jobs.ca.gov/job/veteransinformation>, and the Department of Veterans Affairs.

DEPARTMENT OF PARKS AND RECREATION

Personnel Office/Selection Unit 1416 9th Street, Room 1018, Sacramento, CA 95814 (916) 651-0438

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)