



California Department of  
**Parks and Recreation**



## **ASSOCIATE CIVIL ENGINEER**

**Exam Code: 3PR20**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** July 10, 2023

### **CLASSIFICATION DETAILS**

**ASSOCIATE CIVIL ENGINEER** – \$9,014 - \$11,282 per month

[View the associate civil engineer classification specification](#)

### **APPLICATION INSTRUCTIONS**

Final Filing Date: July 10, 2023

#### **Who Should Apply:**

Applicants who meet the requirements as stated in the minimum qualifications section of this announcement. Anyone on the existing eligibility list for this classification must take and pass this examination to be placed on the newly established eligibility list. Applications will not be accepted on a promotional basis.

If you have taken the Training and Experience (T&E) Examination in the last 9 months, you should not apply as your application will not be accepted.

## **How To Apply:**

**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 at [www.calcareers.ca.gov](http://www.calcareers.ca.gov)**. Applications emailed, postmarked or personally hand delivered after the final filing date **will not** be accepted for any reason. Applications **must be received with a signature and date**.

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

- Exam Title: 3123
- Exam Code: 3PR20

Only applications for the *Associate Civil Engineer* 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.

Due to COVID, we have limited staff working in the office. Therefore, the preferred method of application submittal is by mail or email.

However, do not send your application via office or interoffice mail. Applications received in this manner after the final filing date **will not** be accepted and cannot be returned pursuant to California Code of Regulations §174. Also, 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.

### **Via email**

[exams@Parks.ca.gov](mailto:exams@Parks.ca.gov)

### **By mail:**

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

### **In person:**

Department of Parks and Recreation  
Attention: Selections Unit/  
Christine Hendricks  
715 P Street, 1<sup>st</sup> Floor Security Desk  
Sacramento, CA 95814

## **Special Testing Arrangements:**

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

California Department of Parks and Recreation  
Examination Unit: Christine Hendricks  
715 P Street  
Sacramento, CA 95814

Phone: (916) 902-8698

Email: [exams@parks.ca.gov](mailto:exams@parks.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

## **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, and inside or outside California state service will count toward experience.

### **Associate Civil Engineer**

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. and Three years of civil engineering experience (including at least one year of field work), two years of which shall have been in the performance of civil engineering work of average difficulty. (In the California state service, the Assistant Engineer or Engineering Technician II level meets this two-year specialized qualification.)

## **POSITION DESCRIPTION**

### **Associate Civil Engineer**

Under direction, to perform difficult field and office civil engineering work; and to do other related work.

## EXAMINATION SCOPE

This examination consists of the following components:

### **Training and Experience Evaluation – Weighted 100% of the final score.**

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received.

Applicants will receive their score upon completion of the Training and Experience Evaluation process.

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:

### **Typical Tasks**

1. Plans and directs the design and preparation of drawings, specifications, and estimates in connection with the construction or maintenance of a wide variety of engineering projects, including buildings, bridges, roads, wharves, piers, dams, levees, ditches, retaining walls, and similar structures; passes on difficult problems and determines the methods of procedure and personally performs the more difficult phases of the work.
2. Supervises the preparation of maps, plans, charts, or diagrams; supervises the maintenance of various engineering records and performs difficult engineering office work in connection with budget preparation, purchases, cost analyses, and progress reports.
3. Plans and directs field surveys.
4. Inspects or directs the inspection of structures under construction or repair.
5. Makes detailed analyses of proposed projects for the economic as well as the practical engineering phases.
6. Analyzes and prepares description of property.
7. Makes specialized technical studies and investigations and performs difficult research work.
8. Prepares complete and comprehensive reports and makes recommendations on engineering problems.

## Knowledge, Skills, and Abilities

### Knowledge of:

1. Principles and practices of civil engineering.
2. Surveying; engineering mathematics.
3. Stress analysis, graphostatics, and strength, properties, and uses of the materials of engineering construction.
4. Common descriptions of real property.
5. Principles of personnel management and supervision.
6. Valuation methods, procedure, and terminology.
7. Department's Affirmative Action Program objectives.
8. A manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

### Skill in:

1. Design, mapping, and drafting.

### Ability to:

1. Prepare detailed plans and specifications.
2. Perform technical research work and make detailed analysis.
3. Prepare complete and comprehensive reports and make recommendations.
4. Lay out work for others, direct them in their work, and get them to work together effectively.
5. Analyze situations accurately and adopt an effective course of action.
6. Effectively contribute to the department's affirmative action objectives.

## ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Associate Civil Engineer classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) 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.

## 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.

## TESTING DEPARTMENTS

State of California (all State of California departments)

## CONTACT INFORMATION

California Department of Parks and Recreation  
Christine Hendricks  
715 P Street  
Sacramento, CA 95814  
Phone: (916) 902-8698  
Email: [christine.hendricks@parks.ca.gov](mailto:christine.hendricks@parks.ca.gov)

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## 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 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.