



NOTICE OF CLOSING DATE

May 2013

EXAMINATION TITLE: STRUCTURAL ENGINEERING ASSOCIATE
EXAM BASE: OPEN
LOCATION: STATEWIDE
FINAL FILE DATE: CONTINUOUS FILING

This is to announce the anticipated testing schedule for the continuous examination named above. Applications must be **POSTMARKED** by the application cutoff (final filing date) indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the deadline will be held for the next examination.

APPLICATION CUTOFF

May 23, 2013

ANTICIPATED INTERVIEWS

June/July 2013

Examinations will be held in Sacramento and Los Angeles. Additional locations will be added if the need warrants.

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
EXAMINATION UNIT
P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

OR

707 THIRD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605
(916) 376-5400

California Relay
Telephone Service for the Deaf/Hearing Impaired:
From TDD 1-800-735-2929
From Voice 1-800-735-2922

STRUCTURAL ENGINEERING ASSOCIATE OPEN EXAMINATION - STATEWIDE

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES

SALARY RANGE: \$6,897.00 - \$8,379.00*
FINAL FILING DATE: CONTINUOUS FILING



*RECRUITMENT AND RETENTION PAY DIFFERENTIAL

In addition to the salary referenced above, the state shall provide a Recruitment and Pay Differential of three hundred dollars (\$300) per month to all employees in the class.

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 SINCE 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.

***Testing is considered continuous as dates can be set at any time. The testing office shown below will accept applications continuously and will notify and test applicants as needs warrant.**

WHO MAY APPLY

This is an OPEN STATEWIDE examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY

Applications are available upon request or the Internet at: <http://jobs.ca.gov/pdf/std678.pdf> and may be filed in person or by mail. Resumes alone will not be accepted. Applications (STD 678) must be POSTMARKED no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 PM on the final filing date will not be accepted for any reason. The examination title must be indicated on the application. **FAXED or EMAILED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
ATTN: BROOKE ARNESON
MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 THIRD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605

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

QUESTIONS

If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, **Brooke Arneson, Exam Analyst (916) 376-5454.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates 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 an examination as meeting 100% of the overall experience requirement.

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

COMPETITION RESTRICTIONS

Competitors who are eliminated for not meeting the minimum qualifications as stated on this examination bulletin may reapply when the entrance requirements are met. **Unsuccessful competitors who do not attain a minimum rating of 70%** must wait 12 months from the date of disqualification before reapplying. **Successful competitors establishing list eligibility for 12 months** are restricted from reapplying again during the 12 month eligibility period indicated on your notice of eligibility.

MINIMUM QUALIFICATIONS

Possession of a valid certification of registration as a civil engineer issued by the California State board of Registration for Professional Engineers. (Applicants who are not registered civil engineers will be admitted to the examination, but they must secure the certificate of registration before they will be considered eligible for appointment.)

AND

Experience: Four years of experience in structural engineering work involving the performance of increasingly duties, two years of which shall have been in the structural design of major buildings.

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.)

SEE REVERSE FOR ADDITIONAL INFORMATION

STRUCTURAL ENGINEERING ASSOCIATE

GV80-3345

FINAL FILING DATE: CONTINUOUS

THE POSITION

A Structural Engineering Associate prepares designs for minor structures or assists in the preparation of designs and drawings for major buildings and other structures: assists in the design and layout of foundation, floor, wall, and roof framing plans for major building structures designs and makes detail drawings for steel, concrete and timber structures; checks structural designs, specifications and drawings of structures involving the application of less difficult engineering judgment and analyses; checks shop drawings of structural and reinforcing steel; makes detailed shop and field inspections of reinforcing and structural steel; makes or assists in making examinations of public buildings to determine their ability to withstand earthquake, fire, or wind and to safely carry such loads as may be imposed; assists architectural designers or structural features of buildings.

Positions are located in Sacramento, Oakland, Los Angeles and San Diego.

EXAMINATION INFORMATION

Performance Appraisal – Weighted 40%
Qualifications Appraisal – Weighted 60%

This examination will consist of a **PERFORMANCE TEST** weighted 40% and the **QUALIFICATIONS APPRAISAL INTERVIEW** weighted 60%. The QAP will consist of a performance exercise feature and a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in each phase. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.** Examinations will be held in Sacramento and Los Angeles. Additional locations will be scheduled if the need warrants.

SCOPE

Candidates should be prepared to answer questions related to the following areas:

A. Knowledge of:

1. Graphostatics and stress analysis and drafting procedures and practices.
2. Engineering mathematics.
3. Strength, properties, and uses of the materials of building construction, standard specifications, loadings, and building codes applying to buildings and other structures.

B. Ability to:

1. Write clear and accurate reports and technical specifications.
2. Understand and carry out oral and written directions.
3. Inspect and judge the quality of engineering work in the field.
4. Analyze situations accurately and adopt an effective course of action.

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 eligibility date. Eligibility expires 12 months after it is established.

VETERANS' PREFERENCE

Veterans' Preference Credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

It is the candidate's responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

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

Applications are available at local offices of the Employment Development Department, the Department noted on the bulletin, or on the Internet at <http://jobs.ca.gov>.

If you meet the requirements stated on the reverse, 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) subdivisional promotional, 2) departmental promotional, 3) multidepartmental 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 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.

Veterans' Preference: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.** Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available from the California Department of Human Resources (CalHR) at <http://jobs.ca.gov> and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

CALIFORNIA DEPARTMENT OF GENERAL SERVICES ☎ **OFFICE OF HUMAN RESOURCES**
MAILING ADDRESS: P.O. BOX 989052 ☎ **West Sacramento, CA 95798-9052** ☎ **Telephone (916) 376-5400**
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TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
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