

"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."

**PRINCIPAL ARCHITECT
DEPARTMENTAL OPEN EXAMINATION
STATEWIDE**

**STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES**



**SALARY RANGE: \$11,197.00 - \$12,718.00
FINAL FILING DATE: APRIL 13, 2016**

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.

WHO MAY APPLY This is an OPEN STATEWIDE examination for the Department of General Services (DGS). Anyone who meets the minimum qualifications as state 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: ROSEMARY HERNANDEZ
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, Rosemary Hernandez, Exam Analyst at (916) 376-5441.

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.**

MINIMUM QUALIFICATIONS Possession of a valid certificate of registration as an Architect issued by the California State Board of Architectural Examiners is required. (Applicants who are eligible to apply for registration will be admitted into the examination but must possess a valid certificate of registration to be eligible for appointment.)

And

Either I

Two years of experience in California state service performing the duties of a Supervising Architect.

Or II

Experience: Broad and extensive experience (more than five years) in architectural planning and design of major buildings, at least two years of which shall have involved the supervision of subordinates in major architectural design projects.

And

Education: Equivalent to graduation from college with major work in architecture. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

PLEASE PROVIDE CALIFORNIA ARCHITECT LICENSE NUMBER ON APPLICATION

NOTE: Applicants using education to meet the minimum requirements MUST provide a copy of their diploma, official/unofficial transcript, statement and/or evaluation from an accredited U.S. college or university with their examination application.

SPECIAL PERSONAL CHARACTERISTICS Demonstrated creative and artistic ability.

THE POSITION Incumbents, under general direction, plan and coordinate the work of a design staff in the creation of plans and designs, and related activities for all State buildings and structures; provide top management liaison with State Client Agencies in all matters relating to the practice of architecture. Positions exist throughout the State.

SEE REVERSE FOR ADDITIONAL INFORMATION

PRINCIPAL ARCHITECT

IK30/3952

FINAL FILING DATE: 04/13/16

DEPARTMENT OF GENERAL SERVICES ✦ OFFICE OF HUMAN RESOURCES
MAILING ADDRESS: P.O. BOX 989052 ✦ WEST SACRAMENTO, CA 95798-9052 ✦ (916) 376-5400
STREET ADDRESS: 707 THIRD STREET, 7TH FLOOR ✦ WEST SACRAMENTO, CA 95605
California Relay (Telephone) Service for the Deaf/Hearing Impaired: From TDD 1-800-735-2929, From Voice 1-800-735-2922

EXAMINATION
INFORMATION**QUALIFICATIONS APPRAISAL PANEL INTERVIEW – WEIGHTED 100%**

This examination will consist of a **Qualifications Appraisal Panel Interview** weighted 100%. The QAP will consist of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION.** It is anticipated that interviews will be held during **APRIL/MAY 2016** in **Sacramento, Oakland, Los Angeles and San Diego**. Other locations may be added as warranted.

Special Note:

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from this class specification. For this reason, it is especially important that each competitor take special care in filling out his or her application accurately and completely. List all experience relevant to the "Requirement for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

SCOPE

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

A. **Knowledge of:**

1. Architecture, architectural practice, details of planning and designing of public buildings, and groups of buildings
2. Architectural and building materials
3. Costs, codes, and construction methods
4. Structural, electrical, and mechanical engineering as related to buildings
5. Methods of organization and personnel management
6. Principles of budgeting
7. The department's Equal Employment Opportunity Program objectives
8. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives

B. **Ability to:**

1. Make and analyze comprehensive architectural designs
2. Present information clearly and effectively in pictorial and written forms
3. Analyze situations accurately, and adopt an effective course of action
4. Direct the work of a group of architectural designers or project architects
5. Effectively contribute to the Equal Employment Opportunity objectives.

ELIGIBLE LIST
INFORMATION

A departmental promotional eligible list will be established for the Department of General Services. 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.

VETERANS'
PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

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: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded 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.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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 candidate 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.

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