

**STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
REAL ESTATE SERVICES DIVISION**

This is an OPEN STATEWIDE examination for the Department of General Services. Anyone who meets the minimum qualifications may apply.

The Department of General Services (DGS), Real Estate Leasing and Planning Section (RELPS) is holding an examination for space planner (\$3,168-\$4,906) and associate space planner (\$4,711- \$5,900) positions in Sacramento. Upon successful completion of the examination, the candidate is placed on the eligible list for ongoing employment opportunities.

REAL ESTATE LEASING AND PLANNING SECTION OVERVIEW

DGS RELPS works with private sector building owners to provide leased space to house state agencies. RELPS leased inventory consists of over 1,700 active leases and 20 million square feet of leased space throughout the State of California, with a small component outside of the state. RELPS has a proven track record of delivering quality space that meets all state leasing standards as well as administering lease management solutions for state agencies. The RELPS team is comprised of dedicated, knowledgeable and professional real estate officers (REO's) and planning professionals offering a wide range of experience in securing leased space and designing space to meet the diverse needs of the State of California agencies. RELPS has approximately 80 professional staff and managers and can be working on over 800 leasing projects across the state. REO's and Planners have a minimum of a 4-year college degree or equivalent experience in Business, Real Estate, Interior Design or Architecture. Many of our planners are members of the National Council of Interior Design (NCIDQ), California Interior Design (CID), and/or are LEED Accredited Professionals. The ultimate goal of the RELPS team is to provide quality space within the scope, schedule, and budget of the client agency.

As you think about your career path, consider DGS and the many benefits that we offer:

- Pension Plan
- Retirement Savings Programs (Deferred Compensation)
- Health Benefits
- Dental and Vision Coverage
- Paid Holidays, Annual Leave and Sick Leave
- Training and Professional Development

Applications and exam bulletins available at: <https://jobs.ca.gov/>

Search for "space planner" and "associate space planner" titles within the Department of General Services.

SPACE PLANNER

**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). Applicants **MUST** attach photocopies of transcripts or diploma verifying major field of study when using education to meet the Minimum Qualifications below. **Applications/resumes received without this information may be rejected.**

**MINIMUM
QUALIFICATIONS**

Education Requirement: The following education is required when non-state experience is used to qualify at any level:

Equivalent to graduation from college with major work in architecture, environmental design, interior design, engineering or related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Completion of the education requirements described above. No further experience is required. (Technical experience performing office planning or design in an architectural or planning office may be used as qualifying experience and may be substituted for the required education on a year-for-year basis.) (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

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**

Demonstrated creative and artistic ability, tact, and willingness to travel throughout the State.

REQUIREMENTS

THE POSITION

This class is the entry, training and first working level in this series. Under the close supervision of a State Facilities Manager or Senior Real Estate Officer, incumbents will receive training and develop skills by assisting higher levels in perform space planning duties.

POSITIONS ARE LOCATED IN SACRAMENTO ONLY.

EXAMINATION INFORMATION

WRITTEN TEST – Weighted 60%
PERFORMANCE TEST – Weighted 40%

This examination will consist of a **WRITTEN TEST** weighted **60%** and a **PERFORMANCE TEST** weighted **40%**. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained in each phase of the exam. Competitors who do not appear for the written test or the performance test will be disqualified from the examination.

Both written and performance tests will be held on August 22, 2015* in Sacramento only.

(*NOTE: Written test date subject to change.)

SCOPE

Candidates should be prepared to answer questions related to the following areas (please see Knowledge and Abilities below):

A. **Knowledge of:**

1. Principles and practices of architecture, office planning and design, and development of facilities planning programs.
2. Building Code requirements and other regulations affecting building design.
3. Architectural and building materials.
4. Project management.
5. Structural, mechanical and electrical engineering as related to buildings.

B. **Ability to:**

1. Do designing, rendering, planning and drawing.
2. Lay out, inspect, and check the work of others.
3. Review and utilize existing facilities and make recommendations for more efficient, economical and functional utilization of space.
4. Analyze situations accurately, make recommendations, and take effective action.
5. Establish and maintain cooperative relationships with those contacted in the work.
6. Communicate effectively.

7. Coordinate and manage projects to completion.
 8. Promote and be accountable for customer satisfaction and quality service.
 9. Initiate or recommend changes that promote innovative solutions to meet customer needs.
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**ELIGIBLE LIST
INFORMATION**

An OPEN-SPOT: SACRAMENTO 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.