



**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
OFFICE OF WORKFORCE PLANNING  
QUALIFICATIONS ASSESSMENT**

**Associate Estimator of Building Construction**

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the **Associate Estimator of Building Construction** classification, with the California Department of Corrections and Rehabilitation (CDCR). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed on an eligible list for the classification listed above. The list will be used by CDCR locations/facilities in Sacramento County to fill existing vacancies. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time bases you are interested in working. It is **required** that you **personally complete** this examination accurately and without assistance.

**You will be evaluated based on your ability to follow directions and read, interpret, and respond appropriately to the questions in this Qualifications Assessment. Candidates who fail to follow the instructions will be eliminated from this examination.**

**THIS AFFIRMATION MUST BE COMPLETED.**

I hereby certify that the information provided on this Qualifications Assessment Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Name (Printed): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

YOUR COMPLETED QUALIFICATIONS ASSESSMENT AND EXAMINATION APPLICATION (STD. 678) MUST INCLUDE YOUR ORIGINAL SIGNATURE. COMPLETED QUALIFICATIONS ASSESSMENTS AND EXAMINATION APPLICATIONS MUST BE MAILED OR DELIVERED TO THE FOLLOWING LOCATION:

**Mail to:**

Department of Corrections and Rehabilitation  
Office of Workforce Planning  
P.O. Box 942883  
Sacramento, CA 94283-0001

**or Deliver in Person to:**

Department of Corrections and Rehabilitation  
1515 S Street  
Sacramento, CA 95811-7243  
Attn: Office of Workforce Planning, Room 101N  
(916) 322-2545

**NOTE:**

- Candidates whose Qualifications Assessment is postmarked, personally delivered or received via interoffice mail after the due date will be eliminated from the examination.
- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

### GENERAL INSTRUCTIONS

This process is the entire examination for the above classification. Therefore, please be sure to review and follow all instructions carefully as missing or incomplete information may result in disqualification or a lower score.

The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for the Associate Estimator of Building Construction classification. You must ensure that you have reviewed each of the following areas:

- Affirmation Statement (page 1)
- General Instructions / Prior State Employment (page 2)
- Conditions of Employment (page 3 - 5)
- Rating Instructions (page 6)
- Knowledge & Work Experience – Associate Estimator of Building Construction (pages 7 -15)
- Recruitment Questionnaire/Mailing Instructions (page 15)

### **YOUR RESPONSES ARE SUBJECT TO VERIFICATION**

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the eligible list / certification list
- Loss of State employment
- Loss of rights to compete in any future state examinations

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### PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously **dismissed** from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. **IF THIS DOES NOT APPLY TO YOU, please skip this question.**

Do you have written permission from the Department of Human Resources (CalHR) to take this examination?

<input type="checkbox"/>	YES
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<input type="checkbox"/>	NO
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**State Personnel Board, Rule 211 provides that a dismissed state employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.**

## CONDITIONS OF EMPLOYMENT FORM FOR ASSOCIATE ESTIMATOR OF BUILDING CONSTRUCTION

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies Statewide according to the conditions you specify on this form.

### TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- (D) Permanent Full-Time       (R) Permanent Part-Time or Limited-Term Part-Time       (K) Limited-Term Full-Time       (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

### LOCATION YOU ARE WILLING TO WORK

- 5 ANYWHERE IN THE STATE - If this box is marked, no further selection is necessary.

*NOTE: California State Prison has been abbreviated to "CSP."*

#### UPPER ADULT FACILITIES:

- 0802 **Pelican Bay State Prison**  
Crescent City, Del Norte County       1802 **California Correctional Center**  
Susanville, Lassen County       1805 **High Desert State Prison**  
Susanville, Lassen County

#### NORTHERN ADULT FACILITIES:

- 0309 **Mule Creek State Prison**  
Ione, Amador County       3423 **CSP, Sacramento**  
Represa, Sacramento County       3914 **California Health Care Facility**  
Stockton, San Joaquin County  
 2102 **CSP, San Quentin**  
San Quentin, Marin County       3901 **Deuel Vocational Institution**  
Tracy, San Joaquin County       5505 **Sierra Conservation Center**  
Jamestown, Tuolumne County  
 3400 **Headquarters**  
Sacramento, Sacramento County       3413 **Folsom Women's Facility,**  
**Sacramento**  
Represa, Sacramento County       3417 **Richard A. McGee Correctional**  
**Training Center**  
Galt, Sacramento County  
 3404 **Folsom State Prison**  
Represa, Sacramento County       4811 **CSP, Solano**  
Vacaville, Solano County       4804 **California Medical Facility**  
Vacaville, Solano County

#### CENTRAL ADULT FACILITIES:

- 1015 **Pleasant Valley State Prison**  
Coalinga, Fresno County       1605 **Avenal State Prison**  
Avenal, Kings County       1606 **CSP, Corcoran**  
Corcoran, Kings County  
 1514 **North Kern State Prison**  
Delano, Kern County       2004 **Valley State Prison**  
Chowchilla, Madera County       1522 **Kern Valley State Prison**  
Delano, Kern County  
 2708 **Salinas Valley State Prison**  
Soledad, Monterey County       2701 **Correctional Training Facility**  
Soledad, Monterey County       4005 **California Men's Colony**  
San Luis Obispo, San Luis Obispo County  
 1513 **Wasco State Prison Reception**  
**Center**  
Wasco, Kern County       1608 **California Substance Abuse**  
**Treatment Facility**  
Corcoran, Kings County       2003 **Central California Women's**  
**Facility**  
Chowchilla, Madera County

**SOUTHERN ADULT FACILITIES:**

- |                               |   |                               |  |                               |  |
|-------------------------------|---|-------------------------------|--|-------------------------------|--|
| <input type="checkbox"/> 1307 | <b>Calipatria State Prison</b><br>Calipatria, Imperial County (North) | <input type="checkbox"/> 3313 | <b>Chuckawalla Valley State Prison</b><br>Blythe, Riverside County       | <input type="checkbox"/> 3310 | <b>California Rehabilitation Center</b><br>Norco, Riverside County                         |
| <input type="checkbox"/> 1308 | <b>Centinela State Prison</b><br>Imperial, Imperial County (South)    | <input type="checkbox"/> 3329 | <b>Ironwood State Prison</b><br>Blythe, Riverside County                 | <input type="checkbox"/> 1523 | <b>California City</b><br>California City, Kern County                                     |
| <input type="checkbox"/> 1995 | <b>CSP, Los Angeles</b><br>Lancaster, Los Angeles County              | <input type="checkbox"/> 3612 | <b>California Institution for Men</b><br>Chino, San Bernardino County    | <input type="checkbox"/> 3715 | <b>R. J. Donovan Correctional Facility at Rock Mountain</b><br>San Diego, San Diego County |
| <input type="checkbox"/> 1503 | <b>California Correctional Institution</b><br>Tehachapi, Kern County  | <input type="checkbox"/> 3613 | <b>California Institution for Women</b><br>Corona, San Bernardino County |                               |  |

**POSITIONS ARE CURRENTLY LOCATED ONLY  
IN SACRAMENTO COUNTY**

After list release, please notify CDCR promptly of any address changes or availability for employment at the following address:

California Department of Corrections and Rehabilitation  
Division of Human Resources  
Office of Workforce Planning  
P.O. Box 942883  
Sacramento, CA 94283-0001  
Attn: Certification Unit



## **INSTRUCTIONS:**

Using the rating scale(s) below, you will self-rate your knowledge and experience performing specific job-related actions.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the 2 scales provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

### **SCALE #1 - KNOWLEDGE RELATED TO PERFORMING THIS ACTION:**

#### **Extensive Knowledge**

I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations and I have instructed others on specific aspects of this knowledge.

#### **Moderate Knowledge**

I possess an advance knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

#### **Basic Knowledge**

I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.

#### **Limited Knowledge**

I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.

#### **No Knowledge**

I have no knowledge of how to perform this task or what it may entail.

### **SCALE #2 - EXPERIENCE RELATED TO PERFORMING THIS ACTION:**

#### **Extensive Experience**

I have more than 3 years of experience in regularly performing this action and have instructed others on this specific action.

#### **Moderate Experience**

I have more than 2 years, but less than 3 years of experience in this action and can perform it independently.

#### **Basic Experience**

I have more than 1 year, but less than 2 years of experience in this action and have performed it regularly with minimal or no assistance.

#### **Limited Experience**

I have less than 1 year of experience in performing this action and would likely require assistance for successful performance.

#### **No Experience**

I have never performed this action.

1. Review plans and specifications for construction related projects to identify errors, discrepancies, or omissions.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

2. Prepare complete quantity surveys of construction related projects by determining total material and labor required for the project to create realistic cost estimates.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

3. Estimate material and labor costs of construction related projects using electronic estimating tools, historical data, and vendor/contractor pricing.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

4. Perform as lead estimator for a specific construction related project to provide project management oversight.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

5. Conduct project site visits to review existing physical conditions to ensure a thorough understanding of project plans and/or drawings.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

6. Perform value engineering/analysis of plans and specifications for construction related projects to determine areas of potential cost savings.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience



7. Prepare conceptual cost estimates for construction related project proposals to create an initial budget.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

8. Prepare preliminary cost estimates for approved construction related projects by revising or updating the conceptual budget.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

9. Prepare final cost estimates for approved construction related projects by revising or updating the preliminary budget with finalized scope and design changes.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

10. Develop a total project cost for approved construction related projects by combining hard cost estimates with soft cost estimates to finalize project budget.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

11. Review official project bids received from vendors or contractors by comparing final cost estimates, plans, and specifications to determine if the bids received are realistic and within industry standards.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

12. Interview the low bidder, in the case of large discrepancies between the final cost estimate and their bid, to identify reasons for the discrepancy.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

13. Maintain effective communication with the project team and other stakeholders to ensure all project requirements are met for scope, schedule, and budget.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

14. Share project information (e.g., plans, specifications, changes, and decisions) with the project team to provide and/or request information from designers, vendors, contractors, and other stakeholders.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

15. Negotiate with vendors or contractors on cost or cost savings of material and labor for proposed changes to project and scope to ensure the department is receiving fair market value.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

16. Track and reconcile expenditures for approved construction related projects to ensure all expenses are in line with the approved budget.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

17. Mentor and/or provide on-the-job training to co-workers on the process of developing realistic cost estimates.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

18. Use computer based tools to track completed cost estimates, associated costs for labor and materials, and the approved budget.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

19. Maintain a data base and/or files that contain completed construction related project documentation.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

20. Conduct continuous site visits throughout the life of construction related projects to review and validate scope, schedule, and budget.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

21. Conduct a project close out inspection with the project team, vendors/contractors, and other stakeholders to identify and document punch list items for corrective action.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

22. Attend various meetings with the project team and other stakeholders to disseminate updated information related to project scope.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

23. Analyze completed projects by conducting meetings with the project team and other stakeholders to identify and discuss successes, failures, lessons learned, and project outcomes.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

24. Read and interpret plans and specifications as they relate to construction related projects to understand the project scope.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

25. Analyze plans and specifications to ensure consistency with industry standards, and approved construction guidelines and requirements.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

**RECRUITMENT QUESTIONNAIRE**

This question is not part of the examination. Responses are voluntary and will be used for recruitment statistics.

**HOW DID YOU HEAR ABOUT THIS EXAMINATION?**

Check the appropriate box below.

- Newspaper/Magazine Advertisement
- Internet
- California Department of Corrections and Rehabilitation employee
- Recruitment Mailing
- College/School
- Job Fair/Career Fair
- Other: \_\_\_\_\_

**THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR  
ASSOCIATE ESTIMATOR OF BUILDING CONSTRUCTION**

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