



**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

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 - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.
 If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the State.

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

SEE BELOW FOR MAP

<input type="checkbox"/> 0005	ANYWHERE IN THE STATE - If this box is marked, no further selection is necessary.
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NORTHERN REGION

<input type="checkbox"/> 0100 Alameda County	<input type="checkbox"/> 0200 Alpine County	<input type="checkbox"/> 0300 Amador County
<input type="checkbox"/> 0400 Butte County	<input type="checkbox"/> 0500 Calaveras County	<input type="checkbox"/> 0600 Colusa County
<input type="checkbox"/> 0700 Contra Costa County	<input type="checkbox"/> 0800 Del Norte County	<input type="checkbox"/> 0900 El Dorado County
<input type="checkbox"/> 1100 Glenn County	<input type="checkbox"/> 1200 Humboldt County	<input type="checkbox"/> 1700 Lake County
<input type="checkbox"/> 1800 Lassen County	<input type="checkbox"/> 2100 Marin County	<input type="checkbox"/> 2300 Mendocino County
<input type="checkbox"/> 2500 Modoc County	<input type="checkbox"/> 2800 Napa County	<input type="checkbox"/> 2900 Nevada County
<input type="checkbox"/> 3100 Placer County	<input type="checkbox"/> 3200 Plumas County	<input type="checkbox"/> 3400 Sacramento County
<input type="checkbox"/> 3800 San Francisco County	<input type="checkbox"/> 3900 San Joaquin County	<input type="checkbox"/> 4100 San Mateo County
<input type="checkbox"/> 4500 Shasta County	<input type="checkbox"/> 4600 Sierra County	<input type="checkbox"/> 4700 Siskiyou County
<input type="checkbox"/> 4800 Solano County	<input type="checkbox"/> 4900 Sonoma County	<input type="checkbox"/> 5100 Sutter County
<input type="checkbox"/> 5200 Tehama County	<input type="checkbox"/> 5300 Trinity County	<input type="checkbox"/> 5500 Tuolumne County
<input type="checkbox"/> 5700 Yolo County	<input type="checkbox"/> 5800 Yuba County	

CENTRAL REGION

<input type="checkbox"/> 1000	Fresno County	<input type="checkbox"/> 1400	Inyo County	<input type="checkbox"/> 1500	Kern County
<input type="checkbox"/> 1600	Kings County	<input type="checkbox"/> 2000	Madera County	<input type="checkbox"/> 2200	Mariposa County
<input type="checkbox"/> 2400	Merced County	<input type="checkbox"/> 2600	Mono County	<input type="checkbox"/> 2700	Monterey County
<input type="checkbox"/> 3500	San Benito County	<input type="checkbox"/> 4000	San Luis Obispo County	<input type="checkbox"/> 4300	Santa Clara County
<input type="checkbox"/> 4400	Santa Cruz County	<input type="checkbox"/> 5000	Stanislaus County	<input type="checkbox"/> 5400	Tulare County

SOUTHERN REGION

<input type="checkbox"/> 1300	Imperial County	<input type="checkbox"/> 1900	Los Angeles County	<input type="checkbox"/> 3000	Orange County
<input type="checkbox"/> 3300	Riverside County	<input type="checkbox"/> 3600	San Bernardino County	<input type="checkbox"/> 3700	San Diego County
<input type="checkbox"/> 4200	Santa Barbara County	<input type="checkbox"/> 5600	Ventura 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 f 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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