



## Associate Architect

**Class Code: 3964 Exam Code: 7PB44**

Departments: Department of General Services  
Department of Corrections and Rehabilitation  
Opening Date: 9/21/2009  
Final Filing Date: Continuous  
Type of Examination: Departmental Open  
Salary: MONTHLY-RANGED SALARY - \$7,125.00 to \$8,915.00

### **EQUAL EMPLOYMENT OPPORTUNITY**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

### **DRUG-FREE STATEMENT**

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, because the 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 SHOULD APPLY?**

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 12 months.

### **FILING INSTRUCTIONS**

**Final Filing Date:** Continuous

**Where to Apply:** Click the link at the bottom of this bulletin.

### **SPECIAL TESTING ARRANGEMENTS**

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process.

If you have any questions, please contact the:

California Department of Human Resources' Contact Center at 1-866-844-8671

OR

California Relay Service at 7-1-1

Telecommunications Device for the Deaf (TTY) at (916) 654-6336\*

(\*) TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

#### **ELIGIBLE LIST INFORMATION**

An open eligible list will be established by the California Department of Human Resources for use by the Department of General Services and the Department of Corrections and Rehabilitation. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

#### **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

#### **MINIMUM QUALIFICATIONS**

**Either I**

Two years of experience in California state service performing the duties of an Architectural Designer, Range B, or Architectural Assistant.

**OR II**

**Experience:** Four years of architectural experience in an architectural office which is engaged in the planning and designing of a wide variety of buildings. **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.)

#### **POSITION DESCRIPTION**

This is the full professional level. Incumbents, under general supervision, are assigned either to architectural design projects of full management responsibility for projects.

Positions exist statewide.

#### **EXAMINATION INFORMATION**

##### **TRAINING AND EXPERIENCE EVALUATION – Weighted 100%**

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Architecture, architectural practice, details of planning and designing of public buildings, and groups of buildings; architectural and building materials; costs, codes, and construction methods; structural, electrical, and mechanical engineering as related to buildings.

**Ability to:** Make and analyze comprehensive architectural designs; present information clearly and effectively in pictorial and written forms; analyze situations accurately, and adopt an effective course of action.

### **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.

### **CAREER CREDITS**

Career Credits will be applied to state employees' final passing score who have obtained permanent civil service status with the state of California.

### **CONTACT INFORMATION**

If you have any questions concerning this announcement, please contact:  
California Department of General Services  
Office of Human Resources

MAILING ADDRESS: P.O. BOX 989052  
West Sacramento, CA 95798-9052

STREET ADDRESS: 707 Third Street, 7<sup>th</sup> Floor  
West Sacramento, CA 95605

California Relay Service: (7-1-1)  
Telecommunications Device for the Deaf (TTY) (916) 654-6336  
TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

### **GENERAL INFORMATION**

Applications are available at [www.jobs.ca.gov](http://www.jobs.ca.gov) and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, 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 this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of General Services reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising

experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification for Associate Architect.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the 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 examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**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 Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 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.

**Bulletin Revision Date: 11/23/2015**

#### **INFORMATION REQUIRED FOR COMPLETING THIS EVALUATION**

**Employment History:** Job Titles, organization name and addresses, name and phone numbers of supervisors or persons who can verify your job responsibilities.

**Education:** School name and address, degree(s) earned, date(s) attended, courses taken (must be verifiable through submission of a transcript), person or office who can verify education, and phone numbers of persons listed above.

**Training:** Class titles, certifications received, name and phone number of a person who can verify your training.

#### **Taking the Examination**

By clicking the link below, you will be directed to the Training and Experience Evaluation. Upon completion, the Evaluation will be instantly scored.

Click here to go to the [Training and Experience Evaluation](#).