



**CONSTRUCTION SUPERVISOR II
[CORRECTIONAL FACILITY (CF)]
CONSTRUCTION SUPERVISOR III
[CORRECTIONAL FACILITY (CF)]
Final Filing Date: CONTINUOUS**

OPEN

**AN EQUAL
EMPLOYMENT
OPPORTUNITY
EMPLOYER**

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.

EXAMINATION BASE

DEPARTMENTAL FOR:
CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

NOTE: Candidates may test for this classification once in a 12-month period.

HOW TO APPLY

Submit Examination Application (Std. Form 678) **and** Qualifications Assessment

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

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

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, to the same street address as listed above.

Qualifications Assessments for Construction Supervisor II (CF) and Construction Supervisor III (CF) are available from the CDCR website at:
https://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Open/index.html or in person at the street address listed above.

NOTE: Only applications with an original signature will be accepted.

If you meet the entrance requirements for both classifications listed above, you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination for which you wish to file. You will only be considered for acceptance into the examination(s) that you have listed on your application.

**APPLICATION
DEADLINE/
REQUIREMENTS**

Applications will be accepted on a continuous basis and applicants will be tested as needed. All applicants must meet the minimum qualifications for this examination at the time he/she files his/her application.

TEST DATE

To learn more about examination date(s), contact the office indicated on this bulletin. Candidates must complete and return the **Construction Supervisor II (CF) and/or Construction Supervisor III (CF)** Qualifications Assessment along with his/her Examination Application (Std. Form 678). Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated.

SALARY RANGE(S)

As of: April 1, 2018

CONSTRUCTION SUPERVISOR II (CF)
\$5,973 – \$7,477

CONSTRUCTION SUPERVISOR III (CF)
\$8,563 – \$10,722

**MINIMUM
QUALIFICATIONS**

CONSTRUCTION SUPERVISOR II (CF)

Either I

One year of experience in the California state service performing construction duties at a level of responsibility equivalent to the class of Construction Supervisor I (CF).

Or II

Experience: Broad and extensive (more than five years) experience as a general contractor or superintendent in full-time direction of Trade Craft Supervisors involved in construction, renovation, or large scale repair of major buildings such as schools or hospitals. [Experience in California state service applied toward this requirement must include at least one year performing construction duties at a level of responsibility equivalent to the class of Construction Supervisor I (CF).] **and**

Education: Completion of the equivalent of 60 semester units of college courses with major work in architecture, engineering, or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**MINIMUM
QUALIFICATIONS
(CONTINUED)**

CONSTRUCTION SUPERVISOR III (CF)

Either I

One year of experience in the California state service performing construction duties at a level of responsibility equivalent to the class of Construction Supervisor II (CF).

Or II

Two years of experience in the California state service performing construction duties at a level of responsibility equivalent to the class of Construction Supervisor I (CF).

Or III

Experience: Broad and extensive (more than five years) experience as a general contractor or superintendent in full-time direction of Trade Craft Supervisors involved in construction, renovation, or large scale repair of major buildings such as schools or hospitals, two years of which shall have included responsibility for coordination of the work of various contractors. [Experience in California state service applied toward this requirement must include at least one year performing construction duties at a level of responsibility equivalent to the class of Construction Supervisor II (CF) or two years performing construction duties at a level of responsibility equivalent to the class of Construction Supervisor I (CF).]
and

Education: Equivalent to graduation from college with major work in architecture or engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess 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: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree. When education and/or specific course work is required, provide a copy of unofficial transcripts along with your application.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

**EXAMINATION
PLAN**

EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

Qualifications Assessment -- Weighted 100.00%

Scope: Emphasis in the examination(s) will be on measuring competitively, relative to job demands, each candidate's:

BOTH CLASSIFICATIONS:

A. Knowledge of:

1. Materials, methods, and processes used in the construction of wood, steel frame, masonry, and concrete buildings.
2. Work of various building trades; various codes and safety orders applicable to building construction.
3. Proper methods of mixing, placing, and curing plain and reinforced concrete.
4. Mortar and grout mixes.
5. Forms and shoring.
6. Methods of steel frame erection and reinforced concrete construction.
7. Soils and soil conditions and testing.
8. Plumbing, heating, ventilating, air conditioning, and electrical work.
9. Structural engineering designs.
10. Pile driving.
11. Construction management.
12. Personal computers and related software programs.
13. Principles of various scheduling techniques including critical path scheduling.

BOTH CLASSIFICATIONS:

B. Ability to:

1. Detect poor quality building materials and workmanship utilizing visual inspection with knowledge of industry standards, code requirements, and test results.
2. Calculate material quantities.
3. Understand and detect deviations from plans, specifications, and other contract documents by inspection.
4. Analyze situations accurately and take effective action.
5. Layout and direct the work of others.
6. Perform and interpret results from field tests.
7. Keep records of time and materials.
8. Prepare correspondence and write clear and comprehensive reports.
9. Gain and maintain the confidence of those contacted during the course of the work.

EXAMINATION PLAN (CONTINUED) The Job Analysis identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the **Construction Supervisor II (CF)** and **Construction Supervisor III (CF)** are available on the CDCR website at: http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Analysis/index.html

ELIGIBLE LIST INFORMATION The resulting eligible lists will be established to fill vacancies for CDCR. Names of successful candidates are merged onto the lists in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.

POSITION DESCRIPTION AND LOCATION(S) **Construction Supervisor II (CF):** This is the second line supervisory level for the series. Under general supervision incumbents are responsible for administrative project supervision in a geographical area of multiple facilities. Typical tasks include administrative supervision of construction projects in a geographical area; review of estimates for geographical area; inspection of work in progress for adherence to standards, codes and time schedules; participation in the recruitment, hiring, training and supervision of staff, including inmates or wards and casual trades persons; coordination with union labor representatives and with facility vocational education.

Construction Supervisor III (CF): This is the regional supervisory level in the series in a large Day Labor Program, or the Program Manager in a smaller Day Labor Program. Under general direction, incumbents are responsible for program supervision of construction projects in either (1) an extensive geographical region in a large construction program, or (2) statewide in a smaller construction program. Typical tasks include allocation, scheduling, coordination and supervision of construction projects; establishment and implementation of project urgency and cost priorities; allocation of project funds, materials, equipment and staff; oversight of project expenditures and budget; review of project plans and specifications; performance of final inspection and acceptance of projects; implementation of program procedures; preparation of correspondence and reports; in a smaller construction program, may direct and manage the Day Labor Program, develop and implement program policy and coordinate with other management, union representatives and private firms.

Positions are located statewide with CDCR

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS' PREFERENCE/ CAREER CREDITS Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at CDCR, California Department of Human Resources (CalHR), and Employment Development Department offices. To create a CalCareer account and obtain an application, visit <http://www.jobs.ca.gov>. With an account, you can take state civil service examinations, store different versions of your application, apply for vacancies at 150 departments, track your application status and save your resume all in one place.

Veterans' Preference: California law allows the granting of Veterans' Preference in any **Open** examination. In accordance with Government Code Sections 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% disabled veteran, who achieves a passing score in an open 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) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: <https://jobs.ca.gov/CalHRPublic/Landing/Veterans.aspx>. Additional information can also be found at the California Department of Veterans Affairs at www.calvet.ca.gov/veteran-services-benefits/employment.

The Department of Corrections and Rehabilitation 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 changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by a 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.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

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

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE 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.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS