SUPERVISOR OF BUILDING TRADES, CORRECTIONAL FACILITY (CF)

Department of Corrections and Rehabilitation

Departmental Open Examination
Examination Code: 9CE09
Final Filing Date: November 15, 2019

EQUAL 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 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.

TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR)

CLASSIFICATION DETAILS

Salary Range:
$5,874.00 - $6,967.00 per month

View the classification specification for the Supervisor of Building Trades, CF classification.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

HOW TO APPLY

All applicants must complete and submit an Examination Application (STD_678)

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

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date, to the street address listed above.

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

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on your Examination Application (STD_678) and you will be contacted to make specific arrangements. You may also contact the Office of Workforce Planning at (916) 322-2545.

APPLICATION DEADLINES/REQUIREMENTS

November 15, 2019, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the minimum qualifications for this examination by the final filing date.
TEST DATE

It is anticipated that Qualifications Appraisal Interviews will be held during February/March 2020.

MINIMUM QUALIFICATIONS

Either 1

1. Two years of experience as a building trades supervisor. Or
2. Three years of experience as a lead journeyperson (2 level) in one of the building trades. Or
3. Four years of experience as a journeyperson in one of the building trades.

Or 2

Experience: Four years of experience as a journeyperson in one of the building trades, at least two year of which shall have been in a supervisory capacity over journeyperson crews engaged in building construction or maintenance and the repair of large building such as hospitals, schools, or industrial buildings. And

Education: Equivalent to completion of the eighth grade. (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” 1, “or” 2, “or” 3, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern 1, and additional experience amounting to 50% of the required time of Pattern 2, may be admitted to an examination as meeting 100% of the overall experience requirement.

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.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

POSITION DESCRIPTION AND LOCATION(S)

A Supervisor of Building Trades, CF under general direction, coordinates and supervises sub-contractors involved in the repair, maintenance and minor construction work of buildings and structures at State correctional facilities in the Department of Corrections and Rehabilitation; manages contracts; maintains order and supervises the conduct of inmates or youthful offenders; protects and maintains the safety of persons and property; may instruct, lead; and does other related work.

Position exist statewide with CDCR

EXAMINATION PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

Qualifications Appraisal -- Weighted 100.00%

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

Knowledge of:
1. Methods, materials, tools, and equipment used in building construction, maintenance, and repair work.
2. Methods used in requisitioning, receiving, checking, storing, and issuing materials and supplies.
3. Principles of effective supervision.
4. Codes, rules, regulation, safety orders and safety practices applying to the various building trades.

Ability to:
1. Assign, supervise, and inspect the work of building trades journeypersons, leadspersons, or supervisors.
2. Schedule and coordinate the work of the various trade groups required on a job.
3. Read and interpret blueprints and work from plans and specifications.
4. Estimate material and labor requirements.
5. Analyze situations accurately and adopt an effective course of action.
6. Keep accurate records and prepare reports.
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 Supervisor of Building Trades, CF is available on the CDCR website at: CDCR Job Analysis.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies for CDCR.

Successful candidates that gain list eligibility will only retain that eligibility until a new Supervisor of Building Trades, CF examination is given. Additionally, eligibility may be abolished after 12 months of establishment, with no further notice to the eligible. For future examinations, visit CalCareer Website.

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.

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.

GENERAL INFORMATION

It is the candidate’s responsibility to contact CDCR’s Office of Workforce Planning at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at CDCR, California Department of Human Resources (CalHR), local offices of the Employment Development Department, and through your CalCareer Account.

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: CalCareer Veterans. Additional information can also be found at the California Department of Veterans Affairs at CalVet Veterans.

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 change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

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

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, 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.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
OFFICE OF WORKFORCE PLANNING
EXAMINATION SERVICES UNIT
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REVISION DATE: 9/10/19 - TRS