



## Associate Estimator of Building Construction Qualifications Assessment

Department of Corrections and Rehabilitation

Exam Type - OPEN  
Examination Code: 6CEAK  
Final Filing Date: Continuous

### EXAMINATION INFORMATION

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 to fill positions statewide with CDCR. A "Conditions of Employment" section is included in this examination which will allow you to select the time bases and location(s) you are interested in working. Please print out, **personally complete**, and sign this examination form.

Read the instructions below carefully before completing the assessment. Failure to do so may result in an inability to process your assessment and disqualification from this examination.

### AFFIRMATION STATEMENT

I hereby certify that the information provided on this Qualifications Assessment 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: \_\_\_\_\_

## FILING INSTRUCTIONS

All applicants must complete and submit the following examination materials:

- [Examination Application \(STD. 678\)](#)
- 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, 211S**

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, excluding holidays, on or before the cut-off date to the street address listed above.

### NOTE:

- All examination materials must have original signatures.
- Be sure your envelope has adequate postage if submitting via mail.
- Faxed or emailed copies will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

## GENERAL INSTRUCTIONS

This Qualifications Assessment is the sole component of the examination. To obtain a position on the eligible list, a minimum score of 70% must be achieved. Therefore, please be sure to review and follow all instructions carefully as missing or incomplete information may result in disqualification or a lower score.

This examination is comprised of the following areas:

- Affirmation Statement (page 1)
- Filing Instructions / General Instructions (page 2)
- Prior State Employment / Conditions of Employment (pages 3 - 4)
- Rating Instructions (page 5)
- Knowledge & Experience Assessment (pages 6 - 10)
- Recruitment Questionnaire (page 11)

### 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 California Department of Human Resources (CalHR) to take this examination?

YES

NO

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**

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     (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(S) YOU ARE WILLING TO WORK**

**NORTHERN REGION**

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

## CENTRAL REGION

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

## SOUTHERN REGION

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

## POSITIONS ARE CURRENTLY LOCATED ONLY IN SACRAMENTO COUNTY

### ADDRESS OR EMPLOYMENT CHANGES

After list release, successful candidates may update any address and/or availability for employment preference information by accessing their [CalCareer Account](http://www.jobs.ca.gov) ([www.jobs.ca.gov](http://www.jobs.ca.gov)) on the California Department of Human Resources (CalHR) website or by notifying CDCR at the following address:

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

## **RATING INSTRUCTIONS**

Rate your knowledge and experience performing specific job-related actions, using the rating scale(s) below.

Respond to each statement, beginning on the following page, by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the two scales provided. Responses may not be changed or added once submitted to the Office of Workforce Planning. Missing responses will result in a lower score.

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 advanced 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 I 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** I have instructed others on this specific action.

#### **Moderate Experience**

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

#### **Basic Experience**

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

#### **Limited Experience**

I have less than 1 years of experience in performing this action **and** I may 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

**THIS CONCLUDES THE EXAMINATION REVISION DATE: 3/13/2020 – BJW**

## RECRUITMENT QUESTIONNAIRE

On behalf of the California Department of Corrections and Rehabilitation, we thank you for participating in this examination. To assist us in our recruitment efforts, please tell us how you heard about this examination.

**Please check the appropriate box and, where relevant, specify your answer:**

- Internet (www.cdcr.ca.gov, www.jobs.ca.gov)
- Job Fair
- Friend/Family Member
- Staffing Agency (Spearhead, Manpower)
- Career Assistance Centers (e.g., Employment Development Department Career Network, Workforce Center)
- State Agency (please specify): \_\_\_\_\_
- Military Base (please specify): \_\_\_\_\_
- Local Union (please specify): \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

### California Department of Corrections and Rehabilitation

- Flyer
- Banner
- Employee
- Exam Bulletin E-Blast
- Institution Bulletin Board

### Social Media

- Facebook
- Indeed
- Monster

### Educational Facility

- College
- Trade School
- School Association
- Specialized Training/Certification Program (e.g., Job Corps, Skill Centers, Regional Occupational Programs)
- Local Apprenticeship Program

### Public Advertisements

- Bus
- Truck
- Billboard
- Mobile Ad

### Out of State Resource

- Arizona
- Oregon
- Nevada