



## ASSOCIATE ESTIMATOR OF BUILDING CONSTRUCTION

Department of Corrections and Rehabilitation

Servicewide Open Examination  
Examination Code: 6CEAK  
Final Filing Date: Continuous

### 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.

### DIVERSITY, EQUITY AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

### TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR)

Including: All departments statewide

### CLASSIFICATION DETAILS

#### Salary Range:

\$6,068 - \$7,597 per month

View the [Classification Specifications](#) for the Associate Estimator of Building Construction classification.

### WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

Once you have taken the Qualifications Assessment Examination, you may not retake it for twelve (12) months.

### HOW TO APPLY

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) **and** Qualifications Assessment

By mail to:

**Department of Corrections and Rehabilitation  
Talent Acquisition and Career Services  
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: Talent Acquisition and Career Services, 101N**

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 Associate Estimator of Building Construction are available from the CDCR website at: [Associate Estimator of Building Construction](#) or in person at 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 Talent Acquisition and Career Services at (916) 322-2545.

### **APPLICATION DEADLINES/REQUIREMENTS**

Candidates must complete and return the Qualifications Assessment along with his/her Examination Application (Std. Form 678). Candidates who meet the minimum qualifications will have their Qualifications Assessment rated.

### **TEST DATE**

Applications will be accepted on a continuous basis and applicants will be tested as needed.

### **MINIMUM QUALIFICATIONS**

#### **Either 1**

Two years of experience performing the duties of an Assistant Estimator of Building Construction in the California state service.

#### **Or 2**

Five years of architectural or engineering experience or experience as a general contractor, two years of which shall have been in quantity estimating and pricing of major building construction. (Graduation from college with major work in architecture or engineering may be substituted for two years of the required nonspecialized experience.)

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 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.

**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.

### **ADDITIONAL DESIRABLE QUALIFICATIONS**

Education equivalent to completion of the twelfth grade.

### **POSITION DESCRIPTION AND LOCATION(S)**

An Associate Estimator of Building Construction, under direction, prepares from plans and specifications of major structures, complete quantity surveys of materials and labor required on contract or direct construction projects; prices materials and labor, and sets up estimates of the cost of construction projects; sets up cost analyses of completed jobs; requisitions materials as required and checks bids as to quality of materials and price; writes short specifications for the requisitioning of materials; occasionally makes valuation appraisals of existing buildings; may assist in the supervision of the work of junior and assistant estimators; prepares reports; dictates correspondence; and performs other related duties as required.

Positions exist with CDCR in Sacramento County. Travel away from the headquarters office may be required.

### **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 will be on measuring competitively, relative to job demands, each candidate's:

#### **Knowledge of:**

1. Labor costs and various materials entering into building construction and their commercial units.
2. Current prices of building materials and current wage scale of the various building and construction trades.
3. Principles of effective supervision.

#### **Ability to:**

1. Communicate effectively at a level required for successful job performance.
2. Read and interpret plans and specifications, and make estimates of material and labor costs and other items entering into the cost of building construction.
3. Detect errors and discrepancies in plans and specifications.

**EXAM TITLE – Associate Estimator of Building Construction**  
**BULLETIN RELEASE DATE: 10/21/2016**

4. Make valuation appraisals of existing buildings, and write clear and comprehensive reports.
5. Dictate correspondence.
6. Direct the work of others.
7. Analyze situations accurately and adopt an effective course of action.

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 Associate Estimator of Building Construction classification 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.

**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**

**Applications are available** at CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and through your [CalCareer Account](#). 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: [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) servicewide 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**  
**TALENT ACQUISITION AND CAREER SERVICES**  
**EXAMINATION SERVICES UNIT**  
**1515 S STREET, SACRAMENTO, CA 95811**  
**EMAIL: [ExamHelpDesk@cdcr.ca.gov](mailto:ExamHelpDesk@cdcr.ca.gov)**  
**PHONE: (916) 322-2545**  
Telecommunications Relay Service: 711

**REVISION DATE: 07/19/2022 - TT**