



SENIOR ESTIMATOR OF BUILDING CONSTRUCTION

Department of Corrections and Rehabilitation

Servicewide Open Examination
Examination Code: 6CEAS
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.

TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR)

Including: All departments statewide

CLASSIFICATION DETAILS

Salary Range:

\$6,366.00 - \$7,964.00 per month

View the [classification specifications](#) for the Senior 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
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 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 Senior Estimator of Building Construction are available from the CDCR website at: [Senior 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 Office of Workforce Planning 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.

ASSOCIATE ESTIMATOR OF BUILDING CONSTRUCTION
BULLETIN RELEASE DATE: 10/21/2016

TEST DATE

Applications will be accepted on a continuous basis.

Cut-off dates for processing will be:

August 3, 2020	November 2, 2020	February 1, 2021	May 3, 2021
September 1, 2020	December 1, 2020	March 1, 2021	June 1, 2021
October 1, 2020	January 4, 2021	April 1, 2021	July 1, 2021

Note: Check back periodically as cut-off dates may be added in the future. Additionally, cut-off dates are subject to change or be cancelled at any time. Such changes or cancellations will be in accordance with civil service laws and rules.

Results notices will be mailed in 6 – 7 weeks following each cut-off date. Please contact the Office of Workforce Planning at (916) 322-2545 if you have not received your notice after 7 weeks.

MINIMUM QUALIFICATIONS

Either 1

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

Or 2

Experience: Three years of experience in quantity estimating and pricing of major building construction, comparable to that of an Associate Estimator of Building Construction in the California state service. **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" 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.

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.

POSITION DESCRIPTION AND LOCATION(S)

A Senior Estimator of Building Construction acts as a Departmental Construction and Maintenance Supervisor, who is responsible for project estimating within a large facilities program. Directs, independently, all phases of work for special repair, capital outlay, maintenance projects and operations involving major structures and building systems. In addition, coordinates program needs, develops statewide departmental standards and policies, while ensuring environmental and regulatory compliance.

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 scales of the various building and construction trades.
3. Principles and techniques of supervision.

Ability to:

EXAM TITLE – Senior Estimator of Building Construction**BULLETIN RELEASE DATE:** 12/9/2016

1. Read and interpret plans and specifications, and make complete and accurate estimates of the material and labor costs and various other items entering into the cost of building construction.
2. Detect errors and discrepancies in plans and specifications.
3. Make valuation appraisals of existing buildings.
4. Write clear and comprehensive reports and correspondence.
5. Train others and supervise and direct their work.
6. 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 Senior 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, including all departments statewide. Names of successful candidates are merged onto the list 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.

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.

DIVERSITY AND INCLUSION

The California Department of Corrections and Rehabilitation and the California Correctional Health Care Services are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of cultural backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

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 online by creating a [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**OFFICE OF WORKFORCE PLANNING****EXAMINATION SERVICES UNIT****1515 S STREET, SACRAMENTO, CA 95811****EMAIL:** ExamHelpDesk@cdcr.ca.gov**PHONE:** (916) 322-2545

Telecommunications Relay Service: 711

REVISION DATE: 4/30/2021 - BJW