



**SUPERVISING ARCHITECT**  
**Final Filing Date: June 1, 2018**



**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**

SERVICEWIDE FOR:

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR), AND DEPARTMENT OF GENERAL SERVICES (DGS), INCLUDING ALL DEPARTMENTS STATEWIDE.

**WHO SHOULD APPLY**

Applicants who meet the minimum qualifications as stated below.

**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, on or before the final filing date to the same street address as listed above.

Qualifications Assessments for **Supervising Architect** are available from the CDCR website at: [https://www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Exams\\_Open/index.html](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.

**APPLICATION  
DEADLINE/  
REQUIREMENTS**

**June 1, 2018** is the final filing date. Examination Applications **and** Qualifications Assessments 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**

Candidates must complete and return the **Supervising Architect** Qualifications Assessment along with his/her Examination Application (Std. Form 678) by **June 1, 2018**, the final filing date. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated.

**SALARY RANGE(S)**

As of: **April 19, 2018**

**\$9,870 – \$12,356**

**MINIMUM  
QUALIFICATIONS**

Possession of a valid certificate of registration as an Architect issued by the California State Board of Architectural Examiners is required. (Applicants who are eligible to apply for registration will be admitted into the examination but must possess a valid certificate of registration to be eligible for appointment.) **and**

**Either I**

**Experience:** Two years of experience in California state service performing the duties of a Senior Architect.

**Or II**

**Experience:** Five years of responsible experience in architectural planning and design of major buildings. **and**

**Education:** Equivalent to graduation from college with major work in architecture. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**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, a copy of unofficial transcripts must be provided along with your application.

**Applicants must show their valid certificate of registration as an Architect issued by the California State Board of Architectural Examiners number, title, and expiration date on their Examination Application (Std. Form 678).**

**Special Personal Characteristics:** Demonstrated creative and artistic ability.

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.

**MINIMUM QUALIFICATIONS (CONTINUED)**

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

**A. Knowledge of:**

1. Architecture, architectural practice, details of planning and designing of public buildings, and groups of buildings.
2. Architectural and building materials.
3. Costs, codes, and construction methods.
4. Structural, electrical, and mechanical engineering as related to buildings.
5. Methods of organization and personnel management.
6. Principles of budgeting.
7. The department's Equal Employment Opportunity (EEO) objectives.
8. A supervisor's role in the EEO Program and the processes available to meet EEO objectives.

**B. Ability to:**

1. Make and analyze comprehensive architectural designs.
2. Present information clearly and effectively in pictorial and written forms.
3. Analyze situations accurately, and adopt an effective course of action.
4. Direct the work of a group of architectural designers or project architects
5. Effectively contribute to the EEO objectives.

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 **Supervising Architect** is available on the CDCR website at: [http://www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Analysis/index.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Analysis/index.html)

**ELIGIBLE LIST INFORMATION**

The resulting eligible list will be established to fill vacancies for CDCR, and DGS, including all departments statewide.

Eligibility may be abolished after 12 months of establishment, with no further notice to the eligible. For future examinations, visit <https://www.jobs.ca.gov>.

**POSITION DESCRIPTION AND LOCATION(S)**

A **Supervising Architect**, under general direction, supervises an architectural design group in the creation of plans and designs for major buildings and groups of buildings; may serve in some cases as a design specialist to create plans for complex and specialized projects; may serve in capacity of project manager.

Positions exist statewide with CDCR, DGS, and Department of Water Resources.

**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**

**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), and Employment Development Department offices. To create a CalCareer account and obtain an application, visit <https://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](http://www.calvet.ca.gov/veteran-services-benefits/employment).

**GENERAL INFORMATION (CONTINUED)**

**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.

**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.

**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](http://www.cdcr.ca.gov)

**THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**