



Office of Statewide Health  
Planning and Development

OPEN EXAMINATION ANNOUNCEMENT

**COMPLIANCE OFFICER, HEALTH FACILITY CONSTRUCTION**

**Salary Range: \$8,105-\$10,146**

**Final Filing Date: September 22, 2016**

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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.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. 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 TRUST PLACED IN PUBLIC SERVANTS.

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**WHO MAY APPLY**

This is an OPEN examination for the Office of Statewide Health Planning & Development (OSHPD). Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career credits do not apply.

**HOW TO APPLY**

Submit Examination Application (Std. Form 678) to the address listed below. Applications must be POSTMARKED no later than the final filing date. Applications postmarked or personally delivered to the OSHPD Human Resources Office (hours are 8:00 AM to 5:00 PM) after the final filing date will not be accepted for any reason. **Résumés alone will not be accepted.**

**EMAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED.** Indicate in question one on your application, the location where you wish to establish eligibility, either Sacramento or Los Angeles. Candidates may only establish eligibility in one location. Submit completed application to:

**Office of Statewide Health Planning & Development  
Human Resources Services  
Attention: Exam Unit  
400 R Street- Suite 359  
Sacramento, CA 95811-6213**

If you have questions concerning this examination, please contact:

**Curtis Williams at (916) 326-3208**

**REQUIRED IDENTIFICATION**

Accepted applicants are required to bring either a photo identification card or two forms of signed identification when required to appear for the examination.

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements or other reasonable accommodation, mark the box in question #2 on page 1 of the application. You will be contacted in advance to ensure that proper accommodations are made. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the OSHPD Exam Unit at (916) 326-3208.

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**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

**NOTE:** All applicants must meet the experience/education requirements by **September 22, 2016** cut-off date. Your signature on your application indicates that you have read, understood, and possess the qualifications required.

**NOTE:** All applicants/resumes **MUST** include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and duties performed. **Applicants/resumes received without this information will be rejected.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", 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.

**If an examination requires or accepts education,** include on the application under the "Education" section, the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed. The same applies to valid licenses, certificates, etc., indicate under the "Licenses" section. If this information is not included (unless education is not needed), the application will be declined and a notice will be mailed to the applicant asking for this information by a determined deadline date. **Applicants who are hired from this employment list must provide their official transcripts from the applicable institution(s) if education is used to meet the minimum qualifications.**

Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approved foreign transcript evaluation agency before they may be used for credentialing purposes.

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**MINIMUM  
QUALIFICATIONS**

**Either I**

**Experience:** Two years of experience in the California state service performing difficult construction inspection/supervision duties for the construction or modification of a full range of health facilities or other complex, multistoried buildings at a level not less than that of Construction Supervisor I.

**Or II**

Four years of experience as the representative of an architect, engineer, or building owner performing full-time technical inspection or supervision of general building construction projects. (Experience working as a full-time technical inspector or supervisor for an architect, engineer, or owner of a building under construction may be substituted on a year-for-year basis.) (Experience as a plan checker or field inspector for a city or county building department may substitute for up to one-half of the required experience on a year-for-year basis.) **And**

**Educations:** The equivalence of graduation from college with major work in engineering or architecture. (Additional qualifying experience may substitute for education on a year-for-year basis.)

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**THE POSITION**

Under general direction, incumbents within an assigned geographical area are responsible for enforcing construction standards as contained in Title 24 of the Health and Safety Code, monitoring the work of private sector certified resident inspectors; and advising project participants on construction methods, techniques and materials, and code-related matters.

**POSITIONS EXIST IN SACRAMENTO AND LOS ANGELES ONLY.**

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**EXAMINATION  
INFORMATION**

If interviews are conducted, 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 must be attained in the (A) qualification appraisal weighted interview 100%, (B) the supplemental application examination weighted 100%, or (C) the education and experience weighted 100%.

**CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE ELIMINATED.**

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**SCOPE**

**Knowledge of:**

1. Building construction practice, scheduling, and record keeping with special emphasis on health facility projects.
2. Materials and construction methods.
3. Familiarity with Title 24 Building Codes and Regulations.
4. Requirements for health facilities.
5. Principles and methods of estimating construction costs, including costs of labor, materials, and overhead.

**Ability to:**

1. Analyze situations accurately and take effective actions.
  2. Establish and maintain effective cooperative relationships with those contacted in the course of the work.
  3. Write clear and comprehensive status reports and correspondence.
  4. Give interpretation, clarification and guidance regarding codes, regulations, and laws.
  5. Make determinations on inspection and test reports.
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**EDUCATION &  
EXPERIENCE**

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

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**ELIGIBLE LIST  
INFORMATION**

An **OPEN** list will be established for OSHPD. The resulting eligible list will be used to fill positions in **Sacramento** and **Los Angeles** only. This list will be abolished 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

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**VETERANS'  
PREFERENCE**

Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance 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 veteran's preference.
  2. An entrance examination is defined, under the law, as any open competitive examination. Veterans' Preference is not granted once a person achieves permanent civil service status.
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**CAREER CREDITS**

Career Credits will not be granted in this examination.

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**CONFIDENTIALITY /  
SECURITY**

Pursuant to Government Code Sections 19680-19682, it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Any person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being disqualified from competing in the rest of the examination, barred from participating in future examinations, removed from other employment lists on which he or she already has eligibility, and/or subject to criminal charges.

## General Information

**If the candidate's notice of oral interview** fails to reach him/her prior to the day of the exam due to verified postal error, he/she will be rescheduled upon written request.

**Applications are available** at the California Department of Human Resources (CalHR) office, at local offices of the Employment Development Department, from the OSHPD Exam Unit, or on the Internet at <http://jobs.ca.gov/pdf/std678.pdf>.

**If you meet the requirements** stated on this bulletin, you may take the examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The Office of Statewide Health Planning & Development (OSHPD)** 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 revisions will be in accordance with the civil service laws and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others, as well as a state of health consistent with the ability to perform assigned class duties. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 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 percent disabled veteran, who achieves a passing score in an entrance 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) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

**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 from one to four years unless otherwise stated on this bulletin.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

California Relay (Telephone) Service for the Deaf or  
Hearing Impaired: From **TDD phones** 1-800-735-2929  
**Voice:** 1-800-735-2922