



California Department of Conservation Supervising Engineering Geologist Training and Experience Questionnaire

This Training and Experience (T&E) Questionnaire is the examination for the classification of Supervising Engineering Geologist. The results of this examination will determine your placement on the hiring eligible list for the classification should any open positions become available.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your education, training, and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Supervising Engineering Geologist position.

The T&E Questionnaire is the sole component of the Supervising Engineering Geologist examination. All instructions should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your T&E Questionnaire and disqualification from this examination. Please keep a copy of your completed questionnaire for your records.

Be sure to read the official examination bulletin for complete instructions on how to apply for the examination. Instructions listed here refer to filling out the T&E Questionnaire only. Additional materials may be required to be successful in the examination process

If you have any questions regarding this questionnaire, please contact:

Department of Conservation
801 K Street, MS 22-13
Sacramento, CA 95814
Human Resources Office
(916) 322-1015

Affirmation Page

The completed Training and Experience Questionnaire and required documents must be returned to the following address:

By Mail:

Department of Conservation
Human Resources Office
801 K Street, MS 22-13
Sacramento, CA 95814

In Person:

Department of Conservation
Human Resources Office
801 K Street, 22nd Floor
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Questionnaire 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, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Your Signature: _____ Date: _____

Your Name

(printed):

Contact
Information:

Address:

City, State, Zip

Phone Number:

Email address:

Directions: In responding to each statement, you may refer to your formal education, formal training courses or work experience (unpaid/volunteer or paid).

Respond to each of the following statements by indicating how the statement applies to you. **You should respond to every statement by marking only one option.**

Any information not provided in this document can be counted as an incomplete answer and may not be scored.

- **Extensive Experience**

I have performed this action regularly.

- **Moderate Experience**

I have performed this action multiple times, and could effectively perform this action if required.

- **Limited Experience**

I have performed this action before, but would still be considered a beginner by others in the field and I would likely require assistance for successful performance.

- **No Experience**

I have never performed this action.

TASK	EXPERIENCE			
<p>Instructions: For Items 1– 25, please check the box that best indicates the following:</p> <p>Experience:</p> <ul style="list-style-type: none"> Check only one box to indicate the frequency in which you have performed this task. 	Extensive Experience	Moderate Experience	Limited Experience	No Experience
1. Provide technical oversight of projects including review of geologic and seismic reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Supervise, plan, lead, and organize program staff and activities in order to maintain highly skilled professional staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Plan, organize, and direct the work of others to ensure success of program objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Organize, and carry out independent geologic and seismologic research work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Conduct, oversee, and interpret geologic and geophysical field investigations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Establish performance standards for projects and provide technical and professional guidance to staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Provide oversight to the evaluation of local and regional factors affecting geologic hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Oversee research and development of methods used in the analysis of geologic and seismic hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Analyze and identify complex problems to develop options and implement solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Evaluate priorities, staff and resources to maximize productivity and effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Communicate effectively with a variety of individuals (e.g. coworkers, public, staff) to receive and relay information accurately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Analyze situations accurately and make independent judgements to take effective action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TASK	EXPERIENCE				
<p>Instructions: For Items 1– 25, please check the box that best indicates the following:</p> <p>Experience:</p> <ul style="list-style-type: none"> Check only one box to indicate the frequency in which you have performed this task. 	Extensive Experience	Moderate Experience	Limited Experience	No Experience	
13. Prepare, analyze, and evaluate written technical reports to formulate solutions and strategies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Promote positive, cooperative, and professional working relationships.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Make tests, observations, and measurements to accurately assess geological and geotechnical conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Obtain and evaluate information necessary to make decisions that impact program operations and functions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Manage a program’s budget, prepare budget documents and allocate funding for various tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Present changes in the program to gain buy-in from employees to ensure operational success.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Adapt plans, schedules, and decisions to meet changing priorities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Direct and coordinate the work of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Effectively express facts and ideas in order to relay and receive information accurately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Monitor staff performance, provide feedback, and conduct performance appraisals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Assess program reports and strategic planning to ensure organizational efficiency and effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Monitor the progress of projects and ensure deliverables meet quality and timeframe requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. Prepare plans, specifications, and estimates for geological and geophysical studies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CONDITIONS OF EMPLOYMENT (631)

Examination Title: Supervising Engineering Geologist

Name: _____ (Print: first, middle initial, last)

Final Filing Dates: March 12, 2018

If you are successful in your examination your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form. If you are unwilling to accept work or do not reply promptly to communications your name will be placed on the inactive list.

Locations in which you are willing to work:

Please check your choices - you will not be offered a job in locations not checked.

Statewide (000) _____

TYPE OF EMPLOYMENT DESIRED:

ON A PERMANENT BASIS, I AM WILLING TO WORK:

- Full Time
- Part Time (regular hours less than 40)
- Intermittent (on call)
- Limited Term

ON A TEMPORARY BASIS, I AM WILLING TO WORK:

- Full Time
- Part Time (regular hours less than 40)
- Intermittent (on call)
- Limited Term

It is your responsibility to notify the Department of Conservation, Human Resources Office of any changes in your address or availability for employment. All correspondence must include your name, examination title, and identification number.

Signature: _____ Date: _____

THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE

**Please submit this document along with any other required documentation
per the instructions on the examination bulletin.**