



**CODES AND STANDARDS ADMINISTRATOR I (NON-PEACE OFFICER)**  
**Department of Housing and Community Development**  
**DEPARTMENTAL OPEN EXAMINATION**  
**EXAM CODE: 8CD01**  
**CONTINUOUS FILE EXAMINATION**

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.

**WHO MAY APPLY**      **This is an DEPARTMENTAL OPEN Continuous File examination for the Department of Housing and Community Development.** Anyone who meets the minimum qualifications as stated on this announcement may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply. Once you have taken the examination, **you may not reapply for twelve (12) months.**

**FILING INSTRUCTIONS**      All applicants **must submit** a Standard State Application (678) with any required educational documentation (if applicable). Once your application has been verified as, meeting the requirements for admittance to the examination you will be **emailed** the Training and Experience Examination link. ***Please be sure to include your current email address on your application.***

Applications are available through the internet at <https://jobs.ca.gov/pdf/std678.pdf> and may be delivered in person or by mail. Incomplete applications or resumes alone will not be accepted. Applications sent via internet, faxed, or e-mailed **will not** be accepted for any reason.

**Deliver in Person: Between 8 am - 5 pm**

Housing and Community Development  
Human Resources Branch  
Exam Services Attn: Michelle Castro  
2020 West El Camino Avenue, Suite 350  
Sacramento, CA 95833

**Mailing Address**

Housing and Community Development  
Human Resources Branch  
Exam Services Attn: Michelle Castro  
P.O. Box 952050  
Sacramento, CA 94252-2050

**PLEASE INCLUDE EXAM CODE 8CD01 ON YOUR STATE APPLICATION. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR THE STATE PERSONNEL BOARD.**

**CROSS FILING INFORMATION**      If you meet the minimum qualifications for more than one Codes and Standards Administrator (Non-Peace Officer) classification, you may apply for all of the classifications that you do meet, using only one state application. Please be sure to list each classification (Codes and Standards Administrator I, II, or III) that you are applying for and the corresponding exam code(s) (8CD01, 8CD02, or 8CD03).

**FINAL FILING DATE CONTINUOUS FILE**      Applications will be accepted on a Continuous basis.

**SPECIAL TESTING ARRANGEMENTS**      If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process. Please mark the appropriate box #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear to the test, contact the HCD Examination Unit at (916) 795-3065 or California Relay Service at 7-1-1, Telecommunications Device for the Deaf (TTY) at (916) 654-6336. TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

**MONTHLY SALARY RANGE**      Minimum \$6,073.00      Maximum \$7,548.00

**POSITION DESCRIPTION AND LOCATION**      Under direction, the Codes and Standards Administrator I (Non-Peace Officer) is either (1) the first supervisory level and assistant administrator of a major area office with responsibility over a large field staff; or (2) program manager with supervisory responsibility over a small technical staff in headquarters; or (3) in a staff position, is a program specialist with responsibility for a technical code-related area with statewide application such as State housing law, mobile home parks, employee housing, manufactured housing, or factory-built housing.

**Positions exist statewide within the Department of Housing & Community Development. Headquarter offices are located in Sacramento and Riverside, California.**

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**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience.

Resumes will not be accepted in lieu of a completed State Application (STD 678). College course information must include: title, number of semester or quarter credits, name of institution, completion dates, and degree (if applicable).

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**EXAMINATION INFORMATION****TRAINING AND EXPERIENCE EXAMINATION WEIGHTED 100.00%**

The entire examination will consist of an evaluation of training and experience weighted 100%. The Training and Experience Examination is designed to elicit specific information regarding each candidate's Knowledge, Skills and Abilities relative to the testing classification. Responses to the examination will be assessed based on pre-determined rating criteria. Applicants must complete the entire examination. The examination process takes approximately one hour to complete. All competitors will be ranked competitively based on the responses. In order to obtain a position on the eligible list, you must meet the examination requirements and must attain a minimum score of 70% on the examination.

**NOTE: Be sure to include your current email address on your application. If you do not include your email address, you will not receive the link to take the examination.**

The Department of Housing and Community Development and the California Department of Human Resources (CalHR) reserve 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 competitors will be notified.

If conditions warrant, this examination may utilize an evaluation of each competitor'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 state application. List all experience relevant to the "Minimum Qualifications" 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 "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

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**MINIMUM QUALIFICATIONS**

**NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement. 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 II, or III, etc. For example, candidates possessing 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.**

**Either I**

One year of experience in the California state service either (1) performing the duties of a District Representative II, Division of Codes and Standards, or a District Representative II, Division of Codes and Standards (Non-Peace Officer); or (2) in a governmental plan checking function in a class at a level of responsibility equivalent to that obtained in the class of Associate Civil Engineer. Or

Two years of experience in the California state service performing the duties of a District Representative I, Division of Codes and Standards, or a District Representative I, Division of Codes and Standards (Non-Peace Officer).

**Or II**

Five years of experience in building inspection work, two years of which shall have been in one or a combination of the following: (1) the development and interpretation of building inspection policies and standards; or (2) the supervision of a technical staff engaged in building inspection work requiring the interpretation and application of building codes and regulations. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility equivalent to that obtained in the class of District Representative II, Division of Codes and Standards, or a District Representative I, Division of Codes and Standards (Non-Peace Officer).]

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**DEFINITION OF TERMS IN MINIMUM QUALIFICATIONS**

The words "**duties of a class with a level of responsibility**" means that the applicant must have State civil service experience of appropriate type and length in a class at the same or higher level of responsibility as the class specified.

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The words “**performing the duties of...**” means that the applicant must have the amount of experience in State civil service in the class specified (or on a training and development (T&D), or approved out-of-class assignment to the class.

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**EXAMINATION  
SCOPE**

**TRAINING AND EXPERIENCE - WEIGHTED 100.00%**

**Knowledge of:**

1. Basic knowledge of engineering, architectural, or building design practices and procedures.
2. Knowledge of the terminology used in the building construction industry.
3. Basic knowledge of State, Federal, and model code requirements relating to health, safety, fire-safety, and planning for building design and construction.
4. Basic knowledge of all programs in the Division of Codes and Standards.
5. Knowledge of interpretation and application of codes to complex construction problems.
6. Knowledge of principles of supervision, management, and administration.
7. Knowledge of a manager's responsibility for implementing Equal Employment Opportunity (EEO) in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

**Ability to:**

1. Ability to Interpret, determines compliance with, inspect, and enforce Federal, State, and model code requirements relating to Departmental programs.
  2. Ability to detect health or safety hazards relating to Departmental programs.
  3. Ability to prepare clear, concise, and effective oral and written reports on investigations, inspections, and surveys.
  4. Ability to communicate effectively.
  5. Ability to consult with, inform, and maintain cooperative relations with co-workers, other public agency personnel, and the general public.
  6. Ability to analyze situations accurately and take effective action.
  7. Ability to approve alternative building materials, methods, and techniques.
  8. Ability to check plans and specifications for design, materials, and code conformance.
  9. Ability to perform more sensitive and complex investigation and inspection work.
  10. Ability to prepare effective research and analytical reports.
  11. Ability to supervise the work of others.
  12. Ability to implement a manager's responsibility for Equal Employment Opportunity (EEO) in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
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**SPECIAL PERSONAL  
CHARACTERISTICS**

Willingness to locate where assigned and to travel throughout the State or an assigned area of the State.

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**CAREER CREDITS**

Career Credits **will not** be granted in this examination.

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**VETERANS'  
PREFERENCE**

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

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**ELIGIBLE LIST  
INFORMATION**

Names of successful candidates will be merged onto a Department of Housing and Community Development eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after twelve (12) months. The resulting eligibility list will be used to fill vacancies at the Department of Housing and Community Development.

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**CONTACT  
INFORMATION**

If you have any questions regarding this announcement, please contact the Exam Analyst:

**Michelle Castro (916) 263-7426 or Michelle.Castro@HCD.CA.GOV**

HCD Exam Services

2020 West El Camino Avenue, Suite 350

Sacramento, CA 95833

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336 TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

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**GENERAL INFORMATION**

**Applications are available** at <https://jobs.ca.gov/pdf/std678.pdf> and local offices of the Employment Development Department.

**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 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 Department of Housing and Community Development** reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules, and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification. <https://www.jobs.ca.gov/Public/Tools/ClassSalarySearch.aspx>

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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 may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting will be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotion, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 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.

**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 Veteran's 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.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.