



Department of Housing and Community Development

DEPARTMENTAL OPEN EXAMINATION

**Codes and Standards Administrator I (Non-Peace Officer) –
5CDBB01**

**Codes and Standards Administrator II (Non-Peace Officer) –
5CDBB02**

The Department of Housing and Community Development (HCD) Mission Statement: Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians.

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.

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.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below may take the examination. **ONCE YOU HAVE TAKEN THE EXAMINATION FOR THE CLASSIFICATION, YOU MAY NOT RETEST DURING THIS TESTING PERIOD.** All applicants must meet the education and/or experience requirements as stated on this examination announcement.

HOW TO APPLY

CLICK ON THE LINK IN THE “EXAMINATION LINK” SECTION TO TAKE THE TRAINING AND EXPERIENCE EXAMINATION.

DO NOT SUBMIT A STATE APPLICATION FORM (STD 678) TO THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD) OR TO THE CALIFORNIA HUMAN RESOURCES DEPARTMENT (CALHR). THE REQUIRED APPLICATION IS CONTAINED IN THE EXAMINATION PROCESS. PRIOR TO STARTING THE EXAMINATION PROCESS. IT IS RECOMMENDED TO HAVE YOUR RELEVANT WORK HISTORY READILY ACCESSIBLE.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact the Department of Housing and Community Development, HCD Recruitment at (916) 263-6735 or recruitment@hcd.ca.gov

CROSS FILING INFORMATION

If you meet the entrance requirements for the Codes and Standards Administrator I (Non-Peace Officer) and Codes and Standards Administrator II (Non-Peace Officer), you may take the examination for both classifications at the same time. You must select the class title(s) corresponding to each examination for which you are taking when you complete the examination.

FINAL FILING DATE

Online Continuous until December 31, 2016

Testing is open for 12 months. You can take the test only once during this testing period. Scoring will be conducted quarterly. Cut-off is the last day every quarter. All tests taken after the cut-off date will be held until the following quarter. Results will be available on the 15th of the month following the cut-off dates.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please contact HCD Recruitment at (916) 263-6735 or recruitment@hcd.ca.gov

EXAMINATION DATE

Testing is available anytime during this testing period. This examination is a Training and Experience Evaluation weighted 100%.

SALARY RANGE

Codes and Standards Administrator I (Non-Peace Officer) - \$5,613 - \$6,975

Codes and Standards Administrator II (Non-Peace Officer) - \$6,038 - \$7,516

ELIGIBLE LIST INFORMATION

Open merged eligible lists will be established for the Department of Housing and Community Development. The names of successful competitors will be merged onto the eligible lists in order of final score regardless of test date. **Eligibility expires two years (24 months) after it is established** unless the needs of the service and conditions of the lists warrant a change in this period.

THE POSITION

CODES AND STANDARDS ADMINISTRATOR I (NON-PEACE OFFICER):

A Codes and Standards Administrator I, under direction, 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, Mobilehome and Special Occupancy Parks, Employee Housing, Occupational Licensing, Manufactured Housing, or Factory-built Housing.

CODES AND STANDARDS ADMINISTRATOR II (NON-PEACE OFFICER):

A Codes and Standards Administrator II, under general direction, either (1) is the manager of one of the two major area offices having complete charge of the field inspection and enforcement programs of that office; or (2) directs the work of a group of program managers and/or specialists responsible for technical code-related areas having statewide application.

Positions for the Codes and Standards Administrator I/II exist in Sacramento and Riverside.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken. Click on the link below to review the California Department of Human Resources class specifications which contain the requirements for admittance to the exam: [Codes And Standards Administrator I/II \(Non-Peace Officer Classification Specifications\)](#).

MINIMUM QUALIFICATIONS

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.

CODES AND STANDARDS ADMINISTRATOR I (NON-PEACE OFFICER)

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).]

CODES AND STANDARDS ADMINISTRATOR II (NON-PEACE OFFICER)

Either I

One year of experience in the California state service performing the duties of a Codes and Standards Administrator I (Non-Peace Officer). **or**

Two years of experience in the California state service 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 II

Five years of experience in building inspection work, at least three years of which shall have been in a supervisory or administrative capacity involved in one or a combination of the following: (1) the development and interpretation of building inspection policies and standards; or (2) 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 Codes and Standards Administrator I (Non-Peace Officer).]

SPECIAL PERSONAL CHARACTERISTICS

Willingness to locate where assigned and to travel throughout the State or an assigned area of the State. Extended travel may be necessary.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION-Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. Click here to view the Training and Experience Evaluation.

[Click here to view the Training and Experience Evaluation.](#)

SCOPE

Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

A. Knowledge of:

Codes and Standards Administrator I (Non-Peace Officer) and Codes and Standards Administrator II (Non-Peace Officer)

1. Basic principles, practices and procedures of engineering, design and maintenance of buildings, structures, mobilehome and special occupancy parks and employee housing.
2. Standards and regulations relating to construction, installation, alteration and occupancy of manufactured homes, multifamily manufactured homes, commercial modulars, special purpose commercial modulars, and factory-built housing.
3. Laws and regulations relating to the sale of manufactured homes, and commercial modulars.
4. Rules of evidence, principles of investigation, and civil law procedures.
5. All programs of the Division of Codes and Standards.
6. Principles of inspection, supervision, management and administration.
7. Employer-employee relations and collective bargaining procedures.
8. The Department's Equal Employment Opportunity policy.

B. Ability to:

Codes and Standards Administrator I (Non-Peace Officer)

1. Supervise and manage the inspection/investigative staff for any program of the Division, to assure completion of designated priorities, cost efficient operations, compliance with budget allocations, and responsiveness to the public.
2. Effectively supervise/manage field inspections or investigations to obtain compliance. Pursue enforcement of law through legal action available to the Department.
3. Effectively supervise the performance of subordinates, provide or recommend training as needed, and establish documentation for needed corrective or disciplinary actions.
4. Develop written procedures, regulations, or legislation along with background explanations and justification statements.
5. Effectively contribute to achieving the overall objectives of the Department.

Codes and Standards Administrator II (Non-Peace Officer)

All of the above and:

6. Conduct public hearings.
7. Organize or develop materials for and chair meetings and committees regarding division programs.
8. Prepare and conduct training programs for employees, persons regulated, and the general public on various requirements of Division programs.
9. Act as the Department liaison at industry organization conferences and meetings.

EXAMINATION LINK

[CLICK HERE TO TAKE THE ONLINE TRAINING AND EXPERIENCE EXAMINATION FOR
CODES AND STANDARDS ADMINISTRATOR I/II \(Non-Peace Officer\)](#)

CAREER CREDIT INFORMATION

Career Credits will not be added to the final score for this examination, because it does not meet the requirements to qualify for Career Credits.

VETERANS' PREFERENCE POINTS

Veterans' Preference will be granted in this examination. Effective January 1, 2014, in accordance with Government Code 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.

GENERAL INFORMATION

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 laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must contact the testing office at the phone number or email listed above.

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 may be required.

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, 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 Code 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.

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 <http://jobs.ca.gov/Job/Veteransinformation>, and the Department of Veterans Affairs.

TDD is 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 From voice phone: 1-800-735-2922

STATE OF CALIFORNIA – BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, P.O. BOX 952050, SACRAMENTO, CA 94252-2050
