



Department of Housing and Community Development

DEPARTMENTAL OPEN EXAMINATION

Codes and Standards Administrator III (Non-Peace Officer) – 5CDBB03

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 State 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

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 third month. 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

\$7261 - \$8249

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 III (NON-PEACE OFFICER):

A Codes and Standards Administrator III, under general direction of the Chief, Division of Codes and Standards, either (1) is the administrator of all of the division's major area offices having complete charge of the field inspection and enforcement programs throughout the State; or (2) directs the work of the headquarters staff in the development, establishment, interpretation, application and coordination of all technical housing standards programs for statewide application and supervises program managers and specialists responsible for technical code-related programs.

Positions for the Codes and Standards Administrator III exist in Sacramento.

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 III \(Non-Peace Officer Classification Specifications\)](#).

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.

Either I

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

Two years of experience in the California state service performing the duties of a Codes and Standards Administrator I (Non-Peace Officer).

Or II

Broad and extensive (more than five years) experience in building inspection work, at least four years of which shall have been in a supervisory or administrative capacity 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 II (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:

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. Management and administration of all programs and field operations of the Division.
9. Program and Division budget preparation and implementation.
10. The manager's role in achieving the Department's equal employment opportunity goals and the processes necessary to meet these goals.

B. Ability to:

1. Conduct public hearings and provide testimony at hearings.
2. Interpret and inspect for compliance with and enforcement of complex laws, regulations and standards relating to Division programs.
3. Analyze difficult situations accurately and take effective action.
4. Prepare effective review, research, analysis and reports on various subjects relating to Division programs.
5. Formulate and advocate, both orally and in writing, policies and regulations for Division programs.
6. Supervise and manage the work of others toward the result of both quality and quantity while maintaining morale.
7. Effectively contribute to achieving the overall objectives of the Department.
8. Prepare and analyze proposed changes to legislation and testify before the legislature.
9. Maintain cooperative relations with co-workers, other public agency personnel, persons regulated and the general public.
10. Manage and administer all programs and field operations of the Division.

EXAMINATION LINK

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

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