



SENIOR REGISTRAR,  
BOARD FOR PROFESSIONAL ENGINEERS AND LAND  
SURVEYORS



OPEN SPOT EXAMINATION-SACRAMENTO  
FOR DEPARTMENT OF CONSUMER AFFAIRS

[www.dca.ca.gov](http://www.dca.ca.gov)

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 the objective of the State of California to achieve a drug-free state 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 special trust placed in public servants.

**WHO MAY APPLY**

Applicants who meet the minimum qualifications stated in this announcement and who have not taken the examination in the last 12 months may apply for this examination.

**HOW TO APPLY**

Please submit both, a **State Application (STD 678)** and **Supplemental Application** to the address indicated below. **DO NOT** SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR). The State Application and Supplemental Applications are available by clicking on the following links:

- [State Application \(STD 678\)](#)
- [Supplemental Application](#)

**WHERE TO APPLY**

**MAIL OR HAND DELIVER TO:**

Department of Consumer Affairs  
Office of Human Resources  
Attn: Selection Services (Brenda Bweupe)  
1625 North Market Blvd., Suite N-321  
Sacramento, CA 95834

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the State Application (STD. 678). The Selection Services & Recruitment Unit will contact you to make special testing arrangements. Telecommunications Device for the Deaf (TDD) number is (916) 322-1700 or 1 (800) 735-2929.

**FINAL FILE DATE**

**February 16, 2018.** State Applications (STD. 678) and/or Supplemental Applications must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interagency mail after the final filing date will not be accepted for any reason. State Applications and/or Supplemental Applications must have an original signature. Faxed forms will not be accepted.

**SALARY RANGE**

\$8,986.00 - \$11,247.00 per month.

\*Salary reflects the increase effective 7/1/2017.

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application to the address above. Your signature on your State Application (STD. 678) indicates that you have read, understood, and possess the basic qualifications required.

**NOTE:** All State Applications (STD. 678) must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. State Applications (STD. 678) received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).

**POSITION DESCRIPTION**

Under general direction, to supervise/direct one or more licensure programs in connection with the licensure of professional engineers and/or the licensure of professional land surveyors by the Board for Professional Engineers and Land Surveyors; and do other related work. Positions exist in Sacramento only.

**MINIMUM  
QUALIFICATIONS**

Possession of a valid certificate of licensure as a professional engineer or land surveyor issued by the California State Board for Professional Engineers and Land Surveyors.

(Applicants who are not licensed professional engineers or land surveyors will be admitted to the examination, but they must secure the certificate of licensure before they will be considered eligible for appointment.)

**and**

**Experience: Either**

1. Five years of professional engineering experience in a branch or discipline of engineering recognized by the Board for Professional Engineers and Land Surveyors, at least two years of which shall have involved duties and responsibilities which would develop a broad knowledge of engineering problems, materials, and methods. **or**
2. Two years of engineering examining experience at a level of responsibility comparable to that of an Associate Engineer in the California state service. **or**
3. Five years of professional land surveying experience, at least two years of which shall have involved duties and responsibilities which would develop a broad knowledge of land surveying problems, materials, and methods. **or**
4. Two years of land surveying examining experience at a level of responsibility comparable to that of an Associate Land Surveyor in the California state service.

**and**

**Education:** Graduation from college with major work in engineering or land surveying. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**EXAMINATION  
INFORMATION**

**SUPPLEMENTAL APPLICATION EXAMINATION - WEIGHTED 100%**

This examination will consist solely of a Supplemental Application evaluation. To obtain a position on the eligible list, a score of 70% must be received.

**EXAMINATION  
SCOPE**

**Knowledge of:**

1. The Professional Engineers' Act (Business and Professions Code section 6700, et seq.), the Professional Land Surveyors' Act (Business and Professions Code section 8700, et seq.), and the Rules and Regulations of the Board for Professional Engineers, Land Surveyors, and Geologists (Title 16, California Code of Regulations section 400, et seq.)
2. Other pertinent laws relating to the practices of professional engineering and professional land surveying (such as the California Building Code and the Subdivision Map Act).
3. Materials of engineering and building construction, their properties and uses, and engineering construction methods and equipment.
4. Principles and techniques of constructing examinations.
5. Basic engineering science and engineering mathematics and stress analysis.
6. Procedures of building construction as they relate to the installation of mechanical equipment.
7. Principles and practices of engineering for corresponding branch or discipline of engineering.
8. Codes and safety orders.
9. Fundamental surveying, mathematics, and basic science as applied to surveying.
10. Methods of precise survey measuring.
11. Use and adjustment of precision surveying instruments.
12. Procedures, equipment, and materials used in surveying, including conventional and state-of-the-art.
13. Mapping and drafting techniques.
14. Mathematics and procedures used in plane and geodetic surveying.
15. Computer applications and their usage.
16. The California Coordinate System.
17. Code of Safe Surveying Practices.
18. Photogrammetric mapping procedures.
19. Principles and practices of boundary determination, land title research, and surveying.
20. Legal descriptions of real property.
21. Methods and terminology used in searching for land titles and factors involved in determining ownership of property.
22. Real property acquisition and mapping laws pertaining to public and private ownership of real property.
23. Monumentation of facilities.
24. Factors which influence the impact of departmental projects on property and basic net.
25. Right-of-way engineering projects.
26. Planning, design, construction, and right-of-way procedures and policies as they relate to surveys.

27. Principles of effective supervision and directing the work of others.
28. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.

**Skill in:**

1. Preparing and supervising the preparation of engineering and land surveying examinations.

**Ability to:**

1. Design calculations, equipment selection, cost estimates, and layouts and write technical specifications for projects.
2. Write reports, design analysis, design engineer's criteria, final design reports, as well as correspondence to departments or agencies, contractors, and manufacturers.
3. Perform complex field and office surveying work.
4. Make precise survey measurements.
5. Interpret legal descriptions of real property.
6. Make and interpret difficult survey calculations.
7. Apply and utilize the principles of the California Coordinate System.
8. Research, analyze, check, and adjust survey data.
9. Research and compile evidence and documentation for boundary determination.
10. Assist the planning, direction, and coordination of the work of a group of surveyors or right-of-way engineering personnel.
11. Do mapping and drafting.
12. Write property descriptions and prepare legal land documents and descriptions.
13. Operate precise surveying instruments (conventional and state-of-the-art).
14. Prepare technical specifications and make cost estimates.
15. Secure and maintain the cooperation of specialists.
16. Supervise research activities.
17. Evaluate the experience of applicants for licensure and certification.
18. Plan and direct the work of others.
19. Compose difficult correspondence and prepare reports.
20. Analyze situations accurately and adopt an effective course of action.
21. Maintain cooperative relations with those contacted in the course of work.
22. Effectively contribute to the departmental safety, health, labor relations, and equal employment objectives.

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**ELIGIBLE LIST  
INFORMATION**

A departmental open eligible list will be established for the Department of Consumer Affairs. The 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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**CAREER CREDITS**

Career Credits will not be granted in this examination.

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**VETERANS  
PREFERENCE  
POINTS**

Veterans' preference credit will be added to the final score of those competitors who are successful in this examination and who qualify for and have requested these points through California Department of Human Resources (CalHR). Veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credit.

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**QUESTIONS**

If you have any questions concerning this announcement, please contact Brenda Bweupe at the Department of Consumer Affairs, Selection Services and Recruitment Unit, 1625 North Market Blvd., Suite N-321, Sacramento, CA 95834, (916) 574-8305.

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

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922

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## GENERAL INFORMATION

**The Department of Consumer Affairs** 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 revision will be in accordance with civil service laws and rules and all competitors will be notified.

**It is the candidate's responsibility** to contact the Department of Consumer Affairs, Selection Services and Recruitment Unit, at (916) 574-8370 three weeks after the final file date if he/she has not received a progress notice.

**Examination Locations:** Test locations are determined by the number of candidates and are limited or extended as conditions warrant.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), local offices of the Employment Development Department and the Department of Consumer Affairs.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be rated and scored according to pre-determined rating criteria. All candidates who pass will be ranked according to their scores.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

**Employment 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 this 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 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.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In Open, Non-Promotional examinations, Career Credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful, in the examination.

Name: _____	Work Telephone Number: _____
Address: _____ _____	Home Telephone Number: _____

**Affirmation Security**

Completion of this form is a necessary part of the examination process and must be submitted along with the State Application (STD.678), and Supplemental Application Questionnaire to the following address:

**Department of Consumer Affairs  
Selection Services - Attn: B. Bweupe  
1625 N. Market Blvd., Suite N-321  
Sacramento, CA 95834**

**Candidates who do not return the completed Supplemental Application Questionnaire will be eliminated from the examination.**

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I hereby certify that the information provided on this Supplemental Application 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date signed

## **Supplemental Application Package**

### **General Instructions**

The Supplemental Application Questionnaire is the sole component of the Senior Registrar, BPELSG examination. To obtain a position on the eligible list a minimum score of 70% must be received. We have integrated into this exam items that will allow us to gauge the accuracy of your responses. The instructions below should be read carefully and understood before completing the examination. Failure to do so may result in our inability to process your Training and Experience Questionnaire and may result in disqualification from this examination.

All applicants must complete and return the entire examination packet. The examination packet consists of the following:

- State Examination Application (STD. 678) – (Fillable Document)
- General Instructions/Affirmation – (Fillable Document)
- Supplemental Application Questionnaire – (Fillable Document)

When completing the Training and Experience Questionnaire, you are limited to one page per category.

- Candidates must complete and return the State Application (Form 678) and the entire Supplemental Application Questionnaire Package; which includes the General Instructions/Affirmation Security, and Supplemental Application Questionnaire.
- Fill out the questionnaire neatly and legibly.
- Provide your responses on the questionnaire only. Use the space provided. It must be completed in a typed format only, no less than a 12-point font required. No hand-written documents.
- Do not alter the form in any way. Altered forms or response will not be evaluated.
- You cannot submit this document electronically.
- Facsimiles (Fax) will not be accepted under any circumstances.

Your completed State Application, and Supplemental Application Questionnaire Package must be mailed to the following address:

**Department of Consumer Affairs  
Selection Services – Attn: B. Bweupe  
1625 N. Market Blvd., Suite N-321  
Sacramento, CA 95834**

**1. WORK EXPERIENCE**

(Thoroughly describe your work experience, if any, in each of the following areas):

- Regulatory/Agency Experience
- Field and/or Office Engineering or Surveying
- Consulting Engineering or Surveying
- Engineering/Surveying Project Management
- Examination Development/Administration

Use space provided.

**2. SUPPLEMENTAL EDUCATION**

(Please indicate your educational and/or formal training experience including Workshops/Seminars, if any, in each of the following areas):

- Construction or technology certificates or course work
- Legal related
- Business management/administration, public administration
- Technical committee member

Use space provided:



**3. TECHNICAL SKILLS**

(Please describe any training or experience you have in the following areas):

- Computer technology
- Investigative/interviewing techniques
- Interprofessional relations (i. e., contractors, clients)
- Submittal/proposal evaluations
- Code and regulatory knowledge
- Engineering or Surveying

Use space provided:

**4. PUBLIC RELATIONS**

(Thoroughly describe your work experience, if any, in the following areas):

- Customer service
- Service organizations

Use space provided:

**5. ADMINISTRATION/SUPERVISION/LEADERSHIP**

(Thoroughly describe your work experience, if any, in the following areas):

- Project coordinator
- Planning and organizing activities
- Supervision of staff
- Policy development
- Program Administration (i.e., program director, executive, etc.)

Use space provided:

**6. WRITING SKILLS**

(Thoroughly describe your work experience, if any, in preparing each of the following types of written documents.)

- Research
- Report writing
- Technical documents/engineering reports/legal descriptions
- Construction reports
- Inspection reports
- Policies and procedures memoranda
- Contracts and agreements

Use space provided:

**7. ORAL COMMUNICATION**

(Thoroughly describe your work experience, if any, in each of the following areas):

- Negotiations
- Public speaking

Use space provided: