



## **ASSISTANT FIELD REPRESENTATIVE, SCHOOL ADMINISTRATION/ FIELD REPRESENTATIVE, SCHOOL ADMINISTRATION (SPECIALIST)**

### **General Instructions**

Thank you for your interest in California State civil service employment. The State of California is an Equal Employment Opportunity employer. The Assistant Field Representative, School Administration and Field Representative, School Administration (Specialist) examination will consist of the attached Qualifications Assessment Questionnaire (QAQ) that will be used to evaluate your experience, education, and training in providing assistance and direction to school district officials, school district governing boards, county committees on school district organization, and consultants on school administration programs.

The QAQ is the examination and will account for 100% of your score. It is important that you fill out the QAQ completely. Questions without a response will not be scored. Your responses should be an accurate reflection of your experience, education, and training. If you are successful, your name will be placed onto an eligible list(s) for the classifications listed above. The list(s) will be used by the California Department of Education to fill existing vacancies.

In order to apply for this examination, you must submit an examination application package. Missing information may delay the processing of your examination.

The following documents comprise the examination application package for the Assistant Field Representative, School Administration and Field Representative, School Administration (Specialist):

- Examination/Employment Application (STD. 678): <https://jobs.ca.gov/pdf/std678.pdf>
- Qualifications Assessment Questionnaire and Affirmation Statement
- Evidence of completion of the education/credential requirement. (copies are acceptable)

### **Please submit your completed examination application package to:**

California Department of Education  
Examination and Recruitment Office  
1430 N Street, Room 1802  
Sacramento, CA 95814  
916-319-0857

Upon receipt of your completed examination application package, documents become confidential information and are the property of the California Department of Education, Examination and Recruitment Office. Please notify this office if you have a change of address.

### **YOUR RESPONSES ARE SUBJECT TO VERIFICATION**

All information provided on the state employment application and QAQ is subject to verification at any time during the examination process and/or hiring process.

Anyone who misrepresents their experience, education, and/or training may be subject to one or more of the following actions:

- Removal from the examination process
- Removal from the certification list
- Loss of State employment
- Loss of rights to compete in any future State examinations

**Applicant Name:**

**Date:**

**Assistant Field Representative, School Administration/Field Representative,  
School Administration (Specialist) Qualifications Assessment Series  
Examination**

Please indicate which examination you are applying for by selecting the appropriate response:

Assistant Field Representative, School Administration

Field Representative, School Administration (Specialist)

Assistant Field Representative, School Administration *and* Field Representative, School  
Administration, (Specialist)

## **Section I – Minimum Qualifications**

Items in this section request information about your minimum qualifications and will be used to determine your eligibility to compete in this examination. Please answer each of the following questions for the examination(s) which you are applying for by selecting the appropriate response.

### **ASSISTANT FIELD REPRESENTATIVE, SCHOOL ADMINISTRATION**

#### ***EDUCATION AND CREDENTIAL REQUIREMENTS:***

1. Do you possess a valid teaching credential or credential of equivalent authorization?

Yes

No

2. Do you possess a valid credential or permit authorizing public-school service in California?

Yes

No

3. Do you possess an earned Master's or Doctorate Degree in Education or Public Administration?

Yes

No

#### ***EXPERIENCE REQUIREMENT:***

1. Do you have three years of professional experience in a public school system or State educational agency performing a major business or administrative function?

Yes

No

**FIELD REPRESENTATIVE, SCHOOL ADMINISTRATION (SPECIALIST) APPLICANTS ONLY**

**EDUCATION AND CREDENTIAL REQUIREMENTS:**

1. Do you possess a valid administrative credential or life diploma of equivalent authorization?

Yes

No

2. Do you possess a valid credential or permit authorizing public-school service in California?

Yes

No

3. Do you possess an earned Master's or Doctorate Degree in Education or Public Administration?

Yes

No

**EXPERIENCE REQUIREMENT:**

1. Do you have one year of experience in the California state services performing field representative education duties at a level of responsibility equivalent to that obtained in the class of Assistant Field Representative, School Administration, Range B?

Yes

No

2. Do you have three years of administrative or supervisory experience in one or a combination of the following?

- a. A position with responsibility for two or more system wide programs in a public school district, or one or more system wide programs of the office of a county superintendent of schools, or one or more statewide or regional programs of a State educational agency.

Yes

No

**Or**

- b. A position with responsibility for a major school facilities planning and construction or school redistricting program.

Yes

No

**Or**

- c. A position responsible for preparing and presenting studies, proposals, reports, and other documents on behalf of public-school districts in the areas of planning and constructing school facilities.

Yes

No

## Section II – Tasks

### **ASSISTANT FIELD REPRESENTATIVE, SCHOOL ADMINISTRATION AND FIELD REPRESENTATIVE, SCHOOL ADMINISTRATION (SPECIALIST)**

#### **Instructions:**

Using the rating scale provided below, you will rate your experience in accordance with specific job related tasks.

In responding to each statement, you may refer to your formal education, formal training courses, and/or work experience whether paid or not paid. All knowledge and abilities pertain to providing assistance and direction to school district officials, school district governing boards, county committees on school district organization, and architects on school administration programs. Items without responses will not be scored.

#### **Years of Experience performing this Task:**

- More than 5 years of experience
- 3 - 5 years of experience
- 1 - 3 years of experience
- Less than 1 year or no experience

**CANDIDATES TAKING THE ASSISTANT FIELD REPRESENTATIVE EXAM ONLY, PLEASE RESPOND TO QUESTIONS 1-20.**

**CANDIDATES TAKING EITHER THE FIELD REPRESENTATIVE, SCHOOL ADMINISTRATION (SPECIALIST) OR BOTH THE ASSISTANT FIELD REPRESENTATIVE AND THE FIELD REPRESENTATIVE, SCHOOL ADMINISTRATION (SPECIALIST) EXAMS, RESPOND TO QUESTIONS 1-35.**

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by selecting one option for the scale provided.

1. Review, evaluate, and approve the revision of architectural plans and specifications for proposed school buildings.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

2. Review school property acquisition grants ensuring compliance with applicable state laws, California Code of Regulations, and CDE policies.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

3. Evaluate school facilities infrastructure needs and funding options such as, school bonds and developer fees.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

4. Provide assistance, background information, and best practices to school district officials and governing boards, county committees on school district organization, architects, consultants and the public on topics including school facilities planning, financing, and school district reorganization practices and procedures.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

5. Assist in the development of school facility and other education-related information for presentations at school board meetings, conferences, and/or workshops for interested stakeholders.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

6. Prepare written and verbal responses to applicable state agencies, private contractors, parents, architects, local school planners, and other interested parties pertaining to school facilities planning and/or other topics related to education.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

7. Participate in the evaluation of school site reviews for Local Education Agencies (LEAs) based on site size, cost, geographical configuration, potential hazards, traffic and pedestrian safety, access to utilities, etc.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

8. Research policies, procedures, and standards on a wide variety of school facilities issues, including appropriate education standards and funding, forecasting school facility needs, alternatives to new construction, integrating school facilities design with current educational programs content.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

9. Prepare written reports on a broad range of school facility topics to be used in policy development utilizing Subject Matter Experts (SMEs), existing research materials, and other written materials.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

10. Experience working collaboratively with local, State and Federal officials and agencies as required for completion of project.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

11. Experience traveling to school facilities and working around children in order to complete assignments.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

12. Conduct research utilizing personal computer to create documents and develop various reports.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience



13. Operate personal computer to create documents used in research and communications with stakeholders.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

14. Experience managing multiple projects simultaneously while maintaining a high level of work product.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

15. Experience traversing uneven terrain in inclement weather in order to complete assignments.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

16. Effectively utilize programs such as Google Earth, Microsoft Office Suite (Word, Excel, PowerPoint, TEAMS) Box.com, Acrobat Pro, and GIS Mapping in the course of conducting daily job functions.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

17. Perform basic math calculations, geometry, and conversions in the course of reviewing architectural plans.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

18. Use personal computers and related software programs to create documents and monitor construction activities.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

19. Effectively disseminate information by preparing and presenting it to diverse groups in a variety of settings.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

20. Analyze and apply modern school planning standards, procedures, and practices for new construction and improvement of existing facilities in order to advocate best practices.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

**ASSISTANT FIELD REPRESENTATIVE, SCHOOL ADMINISTRATION ONLY CANDIDATES STOP HERE. SKIP TO SECTION IV ON PAGE 15 TO CONTINUE THE EXAMINATION.**

## SECTION III – TASKS

### FIELD REPRESENTATIVE, SCHOOL ADMINISTRATION (SPECIALIST) CANDIDATES ONLY

#### Instructions:

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by selecting one option for the scale provided.

21. Respond to public inquiries as a representative of a governmental or educational organization providing recommendations on how to resolve issues as they arise.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

22. Serve as project lead or subject matter expert in an educational program content area.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

23. Serve as a representative for school board meetings, legislative hearings, conferences, and/or workshops in order to present issues, policies, and information.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

24. Research and prepare school facility or other education-related informational presentations for meetings, legislative hearings, conferences, and/or workshops for interested stakeholders.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

25. Evaluate student housing needs through analysis of school building utilization and/or city growth trends in order to provide recommendations to school board, and district leadership.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

26. Analyze complex proposed and chaptered legislation to provide reports on the effects of implementation to affected parties.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

27. Lead internal and/or external work groups for advancement of your governmental or educational agency's goals.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

28. Review complex school district reorganization proposals utilizing California Education Codes (ECs) and California Code of Regulations (CCRs) to make recommendations.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

29. Experience mitigating conflicts in stressful situations involving difficult conversations that may arise amongst all groups contacted in the scope of daily activities.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

30. Experience in developing alternative solutions or novel approaches to problems as they arise using logic and reasoning.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

31. Read and interpret architectural plans and understand related technical documents in order to evaluate school facilities projects.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

32. Experience in effectively conducting public meetings and/or small group discussions with members of school district.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

33. Provide leadership and exercise creativity in the formulation and development of education programs.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

34. Experience ensuring that the progress and completion of work assignments and tasks conform to the overall objectives of the work unit.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

35. Experience in providing technical assistance to CDE staff, Local Educational Agencies (LEAs), and/or the community.

Years of Experience:

More than 5 years

3-5 years

1-3 years

Less than 1 year or no experience

## Section IV – Knowledge Assessment

### ASSISTANT FIELD REPRESENTATIVE, SCHOOL ADMINISTRATION AND FIELD REPRESENTATIVE, SCHOOL ADMINISTRATION (SPECIALIST)

#### Instructions:

Using the rating scales provided below, you will rate your knowledge related to the subject area.

In responding to each statement, you may refer to your formal education, formal training courses, and/or work experience whether paid or not paid. All knowledge areas pertain to providing assistance and direction to school district officials, school district governing boards, county committees on school district organization, and architects on school administration programs.

#### Definition of Levels:

- **Extensive Knowledge:** I possess an expert level of knowledge and have used it to instruct others on specific aspects of this knowledge.
- **Moderate Knowledge:** have sufficient knowledge and have applied it to an actual task
- **Limited Knowledge:** I have some knowledge but require additional instruction in order to apply my knowledge effectively.
- **No Knowledge:** I do not possess knowledge in this area.

**All candidates respond to questions 1-6. Items without responses will not be scored.**

1. State laws governing public schools, school facilities, school sites, and building plans.

Level of Knowledge:

Extensive knowledge

Moderate knowledge

Limited knowledge

No knowledge

2. Financing of school sites and buildings in order to guide the review of submitted applications in order to ensure compliance with applicable laws (i.e. Education Code, Public Resources Code).

Level of Knowledge:

Extensive knowledge

Moderate knowledge

Limited knowledge

No knowledge

3. Laws, codes, and regulations related to school siting and property acquisition in order to ensure compliance with local, state, and federal requirements.

Level of Knowledge:

Extensive knowledge

Moderate knowledge

Limited knowledge

No knowledge

4. Knowledge of how Educational Specifications are created and how they direct the architectural designs of school buildings.

Level of Knowledge:

Extensive knowledge

Moderate knowledge

Limited knowledge

No knowledge

5. Funding mechanisms for the construction/modernization of school facilities including state bonds, local school bonds, and developer fees.

Level of Knowledge:

Extensive knowledge

Moderate knowledge

Limited knowledge

No knowledge

6. State agencies involved in school design (Division of the State Architect, Office of Public School Construction, and the California Department of Education) in order to ensure inquiries are routed as required.

Level of Knowledge:

Extensive knowledge

Moderate knowledge

Limited knowledge

No knowledge



## Section V - Degrees

Please indicate your specific education by selecting the corresponding box and complete the corresponding major and provide proof by submitting copies of transcripts or diplomas.

Master's Degree

Major:

Doctorate

Major:

## Conditions of Employment

Location You Are Willing to Work:

3400 – Sacramento

3000 – Orange

1300 – Imperial

3300 - Riverside

1500 – Kern

3600 – San Bernardino

1900 – Los Angeles

3700 – San Diego

Please select only the type of appointment you will accept:

A: Permanent or Limited Term – Full Time, Part Time, or Intermittent

C: Permanent or Limited Term – Full Time only

M: Permanent or Limited Term – Part Time, or Intermittent only

D: Permanent only – Full Time only

K: Limited Term only – Full Time only

R: Permanent – Part Time or Intermittent or Limited Term – Full time, Part Time, or Intermittent

## Affirmation Statement

### ASSISTANT FIELD REPRESENTATIVE, SCHOOL ADMINISTRATION/FIELD REPRESENTATIVE, SCHOOL ADMINISTRATION (SPECIALIST)

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

- a) The department or a designated appointing power may refuse to examine, or after examination may refuse to declare as eligible, or may withhold or withdraw from an eligible list, before the appointment, anyone who meets any of the following criteria:
- 1) Lacks any of the requirements for the examination or position for which he or she applied.
  - 2) Has been dismissed from any position for any cause that would be a cause for dismissal from state service.
  - 3) Has resigned from any position not in good standing in order to avoid dismissal.
  - 4) Has misrepresented himself or herself in the application or examination process, including permitting another person to complete or attempt to complete a portion of the examination on his or her behalf.
  - 5) Has been found to be unsuited or not qualified for employment pursuant to rule.
- b) The remedies provided in this section are not exclusive and shall not prevent the board, department, or appointing power from taking additional actions pursuant to Chapter 10 (commencing with Section 19680).

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If it is discovered that I have made any false representations after being appointed to a position, I may have adverse action taken against me, which could result in dismissal.

Signature:

Date:

Name (Printed):

Home Phone Number:

Work Phone Number: