



County of Sacramento

Assistant Engineer/Architect Level I/II

SALARY	\$40.56 - \$62.28 Hourly \$7,057.44 - \$10,836.72 Monthly \$84,689.28 - \$130,040.64 Annually	LOCATION	Sacramento, CA
JOB TYPE	Permanent Full-Time	JOB NUMBER	27908-C
DEPARTMENT	County Wide	OPENING DATE	07/23/2025
CLOSING DATE	8/20/2025 5:00 PM Pacific		

The Position



This is a limited continuous filing exam. Next filing cut-offs are at **5:00 pm** on:

8/6/25, 8/20/25 (Final)

Level 1 - \$7,057.44 - \$7,781.25/month

Level 2 - \$8,491.17 - \$10,836.72/month

The Assistant Engineer/Architect Level I/II performs a variety of professional engineering and/or architectural activities in connection with the planning, design, construction, alteration, code enforcement, surveying, testing of materials, contract administration and/or management of public works projects, including, but not limited to, buildings and other structures; streets, highways and bridges; sewer, water, and drainage pipeline systems; water supply; wastewater treatment; solid waste management; airports and parks; and site improvements.

Examples of Knowledge and Abilities

Assistant Engineer/Architect (Level II)

Knowledge of

- General knowledge of City, County, State and Federal building codes and building regulations and the principles upon which the codes and regulations are based
- Engineering mechanics
- Drafting procedures and practices
- Building planning, design, and construction
- The strengths, properties, and use of the materials of building construction
- Master planning, programming, and design
- Economics
- Contracts and the legal relationships between owner, architects, consultants, contractors, and sub-contractors

Ability to

- Prepare plans and specifications
- Review plans and specifications and to recognize and require needed changes prior to approval
- Make estimates of materials, labor, and other elements entering into the cost of building construction, remodeling, and maintenance
- Maintain effective relationships with co-workers and the public
- Read, write, and speak English in order to perform satisfactorily on the job
- Prepare reports and correspondence

Assistant Engineer/Architect (Level I)

Knowledge and Abilities

- Same as for the Assistant Engineer/Architect (Level II) except that the work is originally done under close supervision; as experience is gained, greater independence of action is exercised and less detailed supervision is received until the incumbent is functioning at a higher level.

Employment Qualifications

Minimum Qualifications

Assistant Engineer/Architect (Level II)

Either: 1. Graduation from an accredited four year college or university with major coursework in civil engineering or architecture.

AND

One year of civil engineering or architectural experience (experience equivalent to an Assistant Civil Engineer (Level I), Assistant Engineer/Architect (Level I), Architectural Assistant or higher, in Sacramento County meets this requirement); a Master's Degree in civil engineering or architecture, may be substituted for the required experience.

Or: 2. Possession of a valid certificate as an Engineer-In-Training issued by the California State Board of Registration for Professional Engineers.

AND

One year of full-time civil engineering or architectural experience (experience equivalent to an Assistant Civil Engineer (Level I), Assistant Engineer/Architect (Level I), Architectural Assistant or higher, in Sacramento County meets this requirement); a Master's Degree in civil engineering or architecture, may be substituted for the required experience

Assistant Engineer/Architect (Level I)

Either: 1. Graduation from an accredited four year college or university with major coursework in civil engineering or architecture.

Or: 2. Possession of a valid certificate as an Engineer-In-Training issued by the California State Board of Registration for Professional Engineers.

Note:

1. The level at which initial appointment to the class of Assistant Engineer/Architect are made; and
2. Advancement from the lower level of the class to the higher level of the class (Level I to Level II), are at the discretion of the appointing authority, providing the minimum qualifications are met.

Note: If the word "experience" is referenced in the minimum qualifications, it means full-time paid experience unless the minimum qualification states that volunteer experience is acceptable. Part-time paid experience may be accumulated and pro-rated to meet the total experience requirements.

Note: If the minimum qualifications include an educational or certificate/license requirement, applicants must submit proof of requirements with the application. Failure to submit proof of requirements may result in disqualification from the examination. Unofficial transcripts are acceptable. For guidelines on submitting acceptable proof of educational requirements, please click [here \(Download PDF reader\)](#) or speak to someone in our office before the cut-off date listed in this notice.

Special Requirements

Certificates/licenses:

Per Assembly Bill 717, positions assigned to the Building Inspection Division are required to obtain a certification from a recognized state, national, or international association, as determined by the County, within two years of date of hire or assignment.

Some positions in this class series require incumbents to complete one year of verifiable experience in the appropriate field, and one year thereafter, to obtain certification from a recognized state, national, or international association, as determined by the County.

Any person currently and continuously employed by the County as an inspector, plans examiner or building official, for not less than two years prior to January 1, 1996, is exempt from the certification requirements as outlined above.

In addition, persons appointed to this class might be required to complete a minimum of 45 hours of continuing education every three years. The County may determine appropriate providers of continuing education such as community colleges or organizations affiliated with code enforcement.

Note: Failure to meet the required certification requirements may constitute cause for termination from this class in accordance with Civil Service Rule 11.4.

Physical Abilities:

- Work hours: frequent: working in excess of 40 hours a week; occasional: working irregular hours, particularly during emergency situations.
- Emotional/psychological: frequent: having public contact, making decisions effecting health and safety of employees/residents, responding to changing priorities.
- Visual: frequent: good overall vision, reading, close-up work, and peripheral vision. Some positions require the ability to discern the full spectrum of colors.
- Hearing: frequent: hearing normal speech and on the telephone
- Talking: frequent: talking in person and on the telephone
- Mobility: frequent: performing keyboard operations and sitting for long periods; occasional: walking on uneven terrain at construction sites, etc.

Probationary Period

The probationary period for this classification is **six (6)** months.

Application and Testing Information

APPLICATION

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit an online County of Sacramento employment application by **5:00 PM** on the posted cut-off date. Click [here](#) to apply.

County of Sacramento

Department of Personnel Services

Employment Services Division

700 H Street, Room 4667

Sacramento, CA 95814

Phone (916) 874-5593; 7-1-1 California Relay Service

Email EmployOffice@Saccounty.net

Inter-Office Mail Code: 09-4667

www.SacCountyJobs.net

- Employment applications and all documentation requested in this announcement must be submitted by 5:00 p.m. on the cut-off date.
- Employment Services is not responsible for any issues or delays caused by an applicant's computer or web browser. Applicants will be automatically logged out if they have not submitted their applications and all documentation prior to 5:00 p.m. on the cut-off date.
- Your application should highlight all relevant education, training, and experience, and clearly indicate how you meet the minimum qualifications for the position as of the cut-off date.
- Application information must be current, concise and related to the requirements in this job announcement. You may only apply for this recruitment once. Duplicate and incomplete applications will be disqualified.
- A resume may be included with your application, however it will not substitute for the information requested on the application.

SUPPLEMENTAL QUESTIONNAIRE

Applicants are required to provide a full and complete response to each supplemental question. The Supplemental Questionnaire is located in the tab marked "Supplemental Questions". Please be descriptive in your response.

Note: Responses of "See Resume" or "See Application", or copy and paste of work experience are not qualifying responses and will not be considered.

- Supplemental Questionnaires must be submitted by 5:00 p.m. on the cut-off date. Employment Services is not responsible for any issues or delays caused by an applicant's computer or web browser. Applicants will be automatically logged out if they have not submitted their applications and all documentation prior to 5:00 p.m. on the cut-off date.
- The supplemental questions are designed to elicit specific information regarding a candidate's experience, education, and training. Responses should be consistent with the information on your application and are subject to verification.
- Please provide place of employment, pertinent dates, and concise, descriptive and detailed information for each question.
- If a job included responsibilities applicable to several questions, separate the different functions of the job to answer all the questions completely.
- Resumes or referral to the application or other questionnaire responses will not be accepted in lieu of completing each question.
- If you have no experience, write "no experience" for the appropriate question.
- For many individuals, it is more efficient to develop responses to the supplemental questions in a word processing document and then paste them into the final document to be submitted. Changes or corrections to your Supplemental Questionnaire cannot be made once your application packet has been submitted.
- If the Supplemental Questionnaire is used in the Formula Rate exam, failure to complete all of the questions or incomplete responses will result in a lower score. While scoring the Supplemental Questionnaire, the candidate's application and/or attachments will not be reviewed, therefore, a candidate's responses to the questions should be accurate, thorough, detailed, and complete.

FORMULA RATE EXAMINATION (Weighted 100%)

All candidates meeting the minimum qualifications by the cut-off date will have their Supplemental Questionnaire scored in the Formula Rate Examination.

This examination will evaluate the relevance, level, recency, progression and quality of candidate's education, training and experience. The candidate's application or other materials will not be included in this examination. Therefore, the candidate's responses to the supplemental questionnaire should be thorough, detailed and complete. The score from the Formula Rate Examination will determine the ranking on the eligible/employment list for this job.

All candidates competing in the testing process will receive written notice of their examination results by email. Notices can also be accessed in their governmentjobs.com inbox. Applicants achieving a passing score will be placed on the eligible list in rank order. The rank is determined by the test score attained from the examination.

FREQUENTLY ASKED QUESTIONS

Click [here](#) for Frequently Asked Questions (FAQ's)

For information regarding County jobs:

- www.saccountyjobs.net

Sacramento County is about enriching communities to thrive. We strive to create inclusive workplaces that reflect the communities we serve. We value and celebrate the unique perspectives, backgrounds, abilities, and diverse dimensions of our employees and residents. Through transparency, courage, innovation, and trust we are committed to advance equity and transformational change.

We are a proud equal opportunity employer. If you need assistance or an accommodation due to a disability for any phase of the hiring process, please contact our Disability Compliance Office at dco@saccounty.gov or 916-874-7642, CA Relay 711.



Employer

County of Sacramento

Address

700 H Street, Room 4667

Sacramento, California, 95814

Phone

(916) 874-5593

Website

<http://www.saccountyjobs.net>

Assistant Engineer/Architect Level I/II Supplemental Questionnaire

*QUESTION 1

The following Supplemental Questionnaire is the Civil Service Exam for this position and will be used to determine your exam score.

Note: The Supplemental Questionnaire and the Application are administered as two separate documents. **The Application is used only to determine if the minimum qualifications are met; and the Supplemental Questionnaire will be used only to determine your exam score.**

In order to receive every consideration in the selection process, you must complete all questions with concise but detailed answers and provide all requested information. Each answer will be scored separately. References such as 'See Resume' as a response will not be scored.

By continuing in the exam process, you are certifying that all information provided in the Supplemental Questionnaire is true to the best of your knowledge.

- ☐ I have read and understood the above instructions.

***QUESTION 2**

Select the one box that best describes how you meet the minimum qualifications for Assistant Engineer Architect I/II with the County of Sacramento.

- ☐ Graduation from an accredited four-year college or university with major coursework in civil engineering or architecture.
- ☐ Possession of a valid certificate as an Engineer-In-Training issued by the California State Board of Registration for Professional Engineers.
- ☐ I do not meet the minimum qualifications.

***QUESTION 3**

Select the one box that best describes your highest level of educational background from an accredited college or university.

- ☐ Units leading up to a Bachelor's Degree in Civil Engineering.
- ☐ Units leading up to a Bachelor's Degree in Architecture.
- ☐ Bachelor's Degree in Civil Engineering.
- ☐ Bachelor's Degree in Architecture.
- ☐ Master's Degree or higher in Civil Engineering.
- ☐ Master's Degree or higher in Architecture.
- ☐ None of the above.

***QUESTION 4**

Select all the boxes that best describe the current valid licenses and/or registrations you possess.

- ☐ Valid certificate as an Engineer-In-Training issued by the California State Board of Registration for Professional Engineers.
- ☐ Current valid license as a California Civil Engineer by the Board for Professional Engineers, Land Surveyors and Geologists.
- ☐ Current valid license as an Architect by the Department of Consumer Affairs California Architects Board.
- ☐ Licensed/Registered in another state or license/registration is in progress.
- ☐ Other related applicable Licenses and Registrations.
- ☐ None of the above.

***QUESTION 5**

Select all the boxes that best describe the tasks you have experience performing on a regular basis.

- ☐ Answering technical questions regarding land use and building and zoning codes and regulations.
- ☐ Assisting in the design and preparation of plans and specifications for construction, remodeling, and repair projects.
- ☐ Assisting in the preparation of official documents involving invitation of bids, awards, change orders, and acceptance of major projects.
- ☐ Preparing correspondence and reports.
- ☐ Providing technical support on basic building design and concepts.
- ☐ Recommending and preparing change orders during course of construction.

- ☐ Reviewing less complex building plans and designs.
- ☐ Working with architects and engineers in procuring data and developing plans and specifications for buildings and other site improvement construction projects.
- ☐ None of the above.

*QUESTION 6

Select all the boxes that best describe areas you have experience, education or training in.

- ☐ Building planning, design, and construction.
- ☐ Contracts and the legal relationships between owner, architects, consultants, contractors, and sub-contractors.
- ☐ Cost estimating.
- ☐ Drafting procedures and practices.
- ☐ Engineering mechanics.
- ☐ Site planning.
- ☐ The strengths, properties, and use of the materials of building construction.
- ☐ None of the above.

*QUESTION 7

Select all the boxes that best describe reports, correspondence and other work products you have experience creating.

- ☐ Meeting minutes and notes.
- ☐ Memos/letters.
- ☐ Presentation materials.
- ☐ Schedules.
- ☐ Scope and estimates.
- ☐ Technical drawings, plans and specifications.
- ☐ Other.
- ☐ None of the above.

*QUESTION 8

Select all the boxes that best describe the building codes and regulations with which you have experience interpreting and applying.

- ☐ Airport grant requirements.
- ☐ Americans with Disabilities Act (ADA) standards.
- ☐ City, County, State, and Federal building codes and regulations.
- ☐ Environmental regulations.
- ☐ Building performance metrics (e.g., LEED)
- ☐ None of the above.

*QUESTION 9

Select all the boxes that best describe the software you work with on a regular basis. You may be required to perform tasks with these items during the interview process to determine your proficiency.

- ☐ Computer aided design software (e.g., AutoCAD, Revit).
- ☐ Bluebeam or similar software.

- ☐ Microsoft Excel or similar software.
- ☐ Microsoft Outlook or similar software.
- ☐ Microsoft Word or similar software.
- ☐ Permit processing software (e.g., Hansen, Accela).
- ☐ Project scheduling software (e.g., Project).
- ☐ Other engineering and designing software.
- ☐ None of the above.

*QUESTION 10

Describe in detail your education, training, certifications and experience as it pertains to the position of Assistant Engineer/Architect with the County of Sacramento. For all experience listed, provide the following information if applicable:

- Your job title(s)
- Your employer (you may include more than one employer)
- The department/unit
- Dates of employment
- Primary duties and responsibilities to support and further clarify the experience selected in response to all prior supplemental questions, as well as, other applicable duties performed

If you have no relevant education, training, certifications or experience, please write "None".

*QUESTION 11

The County may access criminal history information on candidates who have accepted a conditional offer of appointment within this class consistent with the provisions of Board of Supervisors Resolution No. 82-602, Personnel Policies and applicable federal and state law. The County shall not consider for employment any candidate who has been convicted of a felony or misdemeanor that relates to or impacts the candidate's ability to perform the job duties of this class unless it is determined that mitigating circumstances exist. A subsequent arrest notification may be obtained.

The County may also conduct a background check on the candidate prior to appointment to a position within this class. The background check may include personal and professional reference checks, credit history checks, Social Security Number verification, professional license/registration verification, military service information and driving history. Information obtained in the course of this background check will be considered by the appointing authority in the selection process. In obtaining such information, the County will comply with applicable consent and disclosure practices in the Fair Credit Reporting Act and the California Investigative Consumer Reporting Agencies Act.

- ☐ I understand this may be required depending on the location of the position.

*QUESTION 12

The County of Sacramento is committed to maintaining a drug and alcohol free workplace. All persons selected for appointment must pass a drug test administered by the County and at no cost to the applicant.

I understand, if offered conditional employment, I will be subject to a drug test administered by the County as described in Sacramento County Personnel Ordinance Section 2.78.030.

- ☐ Yes.
- ☐ No.

*QUESTION 13

I have read the General Requirements and Other Requirements as stated on the job announcement.

☐ Yes.

***QUESTION 14**

Select the one box that best describes whether you have attended a career fair and/or job event where you have interacted with representatives from Sacramento County.

- ☐ Attended in the last one (1) – three (3) months.
- ☐ Attended in the last four (4) – six (6) months.
- ☐ Attended in the last seven (7) months – one (1) year.
- ☐ Attended an event more than one (1) year ago.
- ☐ Have attended a career fair and/or job event but did not interact with Sacramento County representatives.
- ☐ Have not attended a career fair and/or job event.

***QUESTION 15**

List the following for the career fair and/or job event you attended: • Name of event • Location of event • Month and year of event If you have not attended an event where you interacted with representatives from Sacramento County, please type "None".

*** Required Question**