

City of Oakland Civil Engineer (Office) (Continuous)

CITY OF OAKLAND

SALARY	\$63.44 - \$77.89 Hourly \$10,308.46 - \$12,656.62 Monthly \$123,701.52 - \$151,879.44 Annually	LOCATION	Oakland, CA
JOB TYPE	Full Time	JOB NUMBER	23-ET116-06
DEPARTMENT	Citywide	OPENING DATE	07/10/2023
FLSA	Non-Exempt	BARGAINING UNIT	TF1

The Position

The City of Oakland is an equal opportunity employer that values workforce diversity, inclusion, and equity. Oakland has a long history of activism around issues of justice and equity. Both oppression and this resistance to oppression have shaped the city's historical roots and the lives of its residents to this day. As public servants in one of the most diverse cities in the nation, we strive to develop employees who understand the harm and impacts of systemic inequity to create lasting, meaningful outcomes for everyone. Oakland strives to establish an environment that embraces the richness of culture, community, and individualism of employees.

The City of Oakland is recruiting to fill multiple Civil Engineer (Office) vacancies in the Department of Public Works (OPW), Department of Transportation (OakDOT), and Planning & Building Department (PBD).

The eligibility list established from this recruitment may be used to fill other vacancies that occur within the City including full-time and permanent part-time positions, if applicable.

Why join the City of Oakland Public Works Department, Department of Transportation or Planning & Building Departme

Would you like to use your engineering and other professional talents to help build Oakland's vibrant and sustainable infrastructure, provide responsive and trustworthy government services, and help advance racial equity in Oakland? Join the City's workforce to be a part of Oakland's emerging urban renaissance of great significance. Oakland is poised to experience continued growth and a corresponding upward demand for City services. Your work in this position will have an immediate impact on City operations.

We are looking for someone who is:

- Creative, persistent, and excited to be part of a motivated and talented team that focuses on innovative and equitable solutions to challenging and technical problems
- Knowledgeable in civil engineering principles and practices and stays up to date with latest developments in technology and methodology
- Able to communicate and engage with individuals, stakeholders, and organizations in the public and the community
- Detail oriented to effectively review and interpret technical engineering plans and documents related to civil engineering
- Able to learn and navigate the unique challenges of advancing work in the public sector, respond effectively to urgent matters, and independently drive work forward to meet deadlines and achieve goals
- A critical thinker and strong communicator who works well in a collaborative team environment and can work independently.

• Able to succeed in managing a workload that requires prioritization of multiple projects and tasks with deadlines

What you will typically be responsible for:

- Under general supervision from a Supervising Civil Engineer, the incumbent performs and leads professional civil engineering work; plans and designs streets, storm, sewer, and other public works facilities; acts as resident engineer on large engineering projects; reviews land development plans and specifications; leads and directs staff including Assistant Engineers I & II, Technicians, Inspectors, and other assigned personnel.
- In Construction Management, you will serve as resident engineer on large and complex capital improvement construction projects; coordinate capital improvement projects with contractors, stakeholders, utility companies, and other agencies; oversee or administer construction contracts; perform field inspections to ensure compliance with approved construction documents; check plans and specifications for accuracy of design and completeness; and you may lead staff on construction sites.
- Review and approve subdivision and land development proposals for compliance with engineering standards; process applications for street/path vacations, encroachments, parklets, and easements; provide technical information, including code assistance to staff, design professionals, contractors, property owners and the public; implement new legislation and develop and implement procedures as required
- Perform structural analysis and design; calculate building valuation; interpret codes and regulations; review and approve plans and related documents for compliance with state and local building codes and regulations; and coordinate plan review processes with other departments and agencies.
- Provide lead, technical direction and training to assigned personnel; assign, monitor and evaluate work of subordinate staff; may supervise assigned personnel on construction sites; may conduct performance evaluations; administer contracts for professional services; meet citizen groups and make oral presentations; conduct meetings and workshops as needed.
- Prepare complex engineering reports, staff reports, and ordinances. Review and interpret documents of a technical nature related to the engineering of public works infrastructure as well as that of private development.
- Perform field work, including site inspections, measurements, and other field duties. Coordinate response to
 emergencies or urgent issues related to public works including highways, railroads, bridges, buildings, and utility
 systems.
- Complete administrative and organizational tasks, manage project funding, including seeking and securing funding if needed for programs or projects, write grant proposals and manage grants, secure and manage contracts with consultants and/or construction contractors, monitor budgets, review and prepare City Council agenda materials, and train and supervise other City staff when assigned. Coordinate and collaborate with other City departments and divisions. Operate a computer to perform computer aided design and may sit or stand for periods of time depending on assignment.

*Read the complete job description by clicking the link below. Civil Engineer (Office)

*Click on the link below to see a video on what it's like to work for the City of Oakland! Working for the City of Oakland

A few reasons you might love this job:

- You will have an opportunity to deliver projects, programs, and services to contribute towards creating a city where diversity is maintained, racial disparities have been eliminated, and racial equity has been achieved.
- You will work with a diverse team to coordinate and deliver innovative capital projects and programs, and essential services to the public.
- You will have an opportunity to develop and implement capital projects, procedures, plans, and initiatives related to public works including highways, railroads, bridges, buildings, and utility systems.
- You will work in an environment where you're actively encouraged to grow as a professional within the organization to obtain licensure, certifications, and education.
- You will have the opportunity to ensure public health, safety, and accessibility of buildings in the City of Oakland.

A few challenges you might face in this job:

• You will be assessing and understanding the needs of stakeholders, including citizens, businesses, partner agencies, and the community to collaborate towards a shared outcome

- Capital projects with various funding sources present challenges with accelerated deadlines and delivery requirements
- Standard operating procedures and government functions will take time to learn and understand for City services

Competencies Required:

- Professional & Technical Expertise: Applying technical subject matter to the job
- Critical Thinking: Analytically and logically evaluating information, propositions, and claims
- Mathematical Facility: Performing computations and solving mathematical problems
- Mechanical Insight: Comprehending how mechanical, electrical, and structural systems operate and interact
- Reading Comprehension: Understanding and using written information
- Legal & Regulatory Navigation: Understanding, interpreting, and ensuring compliance with laws and regulations
- Safety Focus: Showing vigilance and care in identifying and addressing health risks and safety hazards
- Using Technology: Working with electronic hardware and software applications
- Oral Communication: Engaging effectively in dialogue
- Writing: Communicating effectively in writing
- Building & Maintaining Relationships: Establishing rapport and maintaining mutually productive relationships
- Customer Focus: Attending to the needs and expectations of customers
- Leadership: Guiding and encouraging others to accomplish a common goal
- Valuing Diversity: Appreciating the benefits of varied backgrounds and cultures in the workplace
- Leading Cross-Functional Collaboration: Demonstrating cooperation and teamwork while working within and across divisions, functions, or teams
- Project Management: Ensuring that projects are on-time, on-budget, and achieve their objectives

Desirable Qualifications:

• One to three years as team leader or project manager developing plans and managing the construction of capital improvement projects for public agencies as well as for private development reviewed by public agencies.

The following section describes the various teams and their functions at the City. Candidates may be referred to interview with one or more teams that have a vacancy as part of the continuous eligibility list.

OAKLAND PUBLIC WORKS DEPARTMENT

Oakland Public Works (OPW) strives to maintain, improve, and preserve Oakland's infrastructure and environment for the residents, businesses, visitors, and future generations of every neighborhood in our diverse city.

Watershed and Stormwater Management Division

Oakland has a large and complex watershed and storm drainage network that includes over 40 miles of open creek channel, approximately 400 miles of storm drain pipes and culverts, 18,000 structures, 11 pump stations, and a growing number of green stormwater infrastructure (GSI) features and full trash capture devices. Many of the storm drainage assets are over 80 years old and are reaching the end of their serviceable life. The Watershed and Stormwater Management Division (WSMD) manages projects and programs involving, but not limited to, storm drainage rehabilitation and replacement, hydrology, hydraulics, erosion and sediment control, stream restoration, stormwater best management practices (BMPs), green stormwater infrastructure (GSI), trash capture, and NPDES stormwater permit requirements. This position will work with professional staff, engineers, storm drainage maintenance staff, and construction inspectors to deliver capital projects. The WSMD civil engineer also assists other divisions and departments in the review and implementation of large projects with drainage and/or stormwater components. Additionally, this position will manage the development of an updated citywide Storm Drainage Management Plan and will provide technical support to both City maintenance staff and the City Attorney's office related to various stormwater and drainage issues.

Construction Management

Construction Management in Public Works provides construction management and inspections services for capital improvement projects (CIP) for both OPW and OakDOT. The current approved CIP for the Budget Cycle FY 21-23 is approximately \$200M. The types of projects are street improvements, sanitary sewer and storm drain improvements; renovation and new construction of city-owned buildings, including earthquake-damaged buildings, fire stations, libraries, parking facilities and park and recreation facilities; new traffic signals and street lights. The Civil Engineer will serve as the Resident Engineer during construction of these capital improvement projects and will perform construction management duties which include, but are not limited to, monitoring construction budget and schedule; conducting daily field inspection to monitor work activities in progress and to ensure compliance with contractual obligations; negotiating and executing contract changes; reviewing and approving contract payment for completed work; and serving as the project liaison with the Contractor, other City divisions, and outside agencies. Other additional duties include managing on-call consultants performing construction management work.

Wastewater Engineering Management

Oakland Public Works owns and operates over 934 miles of sewer mains, ranging from 6 inches to over 66 inches in diameter, 28,500 sewer structures, and 10 pump stations. Most of the system is more than 50 years old, and some parts are as old as 100 years. The Wastewater Engineering Management Division includes engineering planning and design of the City's public sanitary sewer system through its Capital Improvement Program, implementation and oversight of the 2014 EPA Consent Decree for sanitary sewer overflows, and management of the Private Sewer Lateral Permit Program. This position will work with engineers, sewer maintenance staff, and construction inspectors to ensure regulatory compliance and permit code compliance are met.

OAKLAND DEPARTMENT OF TRANSPORTATION

The Oakland Department of Transportation's (OakDOT) mission is to envision, plan, build, operate and maintain a transportation system for the City of Oakland and assure safe, equitable, and sustainable access and mobility for residents, businesses and visitors.

Major Projects Engineering

Major Projects Engineering is responsible for the delivery of complex transportation engineering projects in Oakland. Working alongside Major Projects Planning to secure funding and coordinate with stakeholders, the section leads the design of engineering elements including complete streets and major roadways; bridges and rail overcrossings; pedestrian, bicycle, and transit safety and access improvements; sewer and storm facilities; landscape architecture; and traffic signals and intelligent transportation systems. The position will coordinate and collaborate with professional staff and other City departments, consultants and contractors, outside agencies, and developers in the delivery of these complex projects. Our goal is to support the implementation of transformative infrastructure identified in longstanding transportation plans and projects to connect neighborhoods in Oakland. We are seeking engineers who can bring their knowledge and experience to help achieve our goal to provide safe, more sustainable, and more equitable access to the community through this infrastructure.

Complete Streets Design

Complete Streets Design manages and designs major capital improvement projects with complete streets design elements. Improvements include bicycle facilities, sidewalk widening, transit islands, pavement improvement, grading, drainage, landscaping, street lighting, traffic signals, traffic control devices, signing, striping and street amenities. Most projects require close coordination and working with other city departments, consultants, contractors, stakeholders, funding agencies, and utility companies. Typical duties include leading design teams, managing project timeline and budget, performing detail design, managing consultants, adhering grant commitments, preparing construction documents, and providing design support during construction.

Structures & Emergency Response

The Structures & Emergency Response team oversees three separate programs:

1) Bridge Inventory Management: this program performs preventive maintenance, repairs, and retrofits for City-owned bridges and structures as well as the construction of new bridges. City staff work closely with grant funding agency administrators, environmental and regulatory permitting agencies, engineering design consultants, and other local utilities and government entities, to deliver complex civil engineering projects to improve the resiliency and access to critical City transportation infrastructure;

2) Stair and Pathway Improvement Program: This program provides repairs and renovations to the approximately 220 existing pedestrian stairs and paths Citywide. The majority of these stairs and paths were constructed between 1915 and 1940 when the "Key Route" system was expanding and streetcars were a primary mode of transportation for many neighborhoods. The City receives grant funding to make ADA, lighting, and other safety improvements to these pedestrian routes;

3) Emergency Roadway Response: this program provides engineering response for emergency or hazardous situations within the City's right-of-way that require engineering assessment. This may include evaluation of City infrastructure impacted by natural disasters or other emergency situations. The section also oversees the permanent restoration of damaged infrastructure, developing development of plans, specifications, and estimates for landslide restoration, retaining walls, sinkhole repair, pavement restoration and other repairs necessitated by storm damage.

Traffic Capital Projects

The Traffic Capital Projects (TCP) prepares complete design documents which include the preparation of plans, specifications and cost estimates for project bids and award for construction. Our main tools for production comprise of design manual compliance and standards (City & Caltrans); Software that include AutoCAD -Civil3D, AGI32 for lighting analysis, Synchro for traffic timing. TCP also provides design services for other sections that include the Planning section and the Neighborhood Traffic Safety section for roadway safety projects. Projects are typically roadway safety, access and circulation improvements that are mostly federally and locally funded. In our team, we do Civil/Transportation design comprising of Roadway Geometry, Traffic Signal, Pedestrian and Bicycle safety devices, and the City's Intelligent Transportation System (ITS) design.

Complete Streets Paving & Sidewalks

Complete Streets Paving & Sidewalks produces PS&E for pavement rehabilitation and pavement maintenance projects, including design of curb ramps, signage and striping, and pavement treatment. The team's workplan follows the adopted 2022 5-Year Paving Plan which prioritizes an equitable prioritization of paving in underserved neighborhoods, along with curb ramps and sidewalks prioritization plans. Additional goals of the program are to advance safety improvements on high injury corridors; incorporate new design standards for transit, pedestrian, and bicycle facilities; and implement neighborhood safety and Safe Routes to School improvements.

Traffic Engineering

The Traffic Engineering Section operates programs that improve roadway safety for schools and residential/commercial neighborhoods and supports inter-departmental and jurisdictional projects. Typical work involves helping residents slow down traffic in their neighborhood, working with principals to improve pedestrian safety around schools, setting speed limits for the police to enforce, restricting parking on narrow streets for the fire department to access, and reviewing neighboring jurisdictions' projects that impact Oakland streets. The team also delivers small-scale capital improvement projects funded by in-house budget and outside grants for which the team competes and applies. The selected candidate will be the lead engineer in either inter-departmental or small capital projects, both of which are supported by Assistant Engineers.

Bicycle & Pedestrian Program

The Bicycle & Pedestrian Program facilitates, coordinates, and oversees the implementation of the City's Bicycle and Pedestrian Plans and supports OakDOT in creating, managing, and analyzing transportation data. The Program designs and delivers low-cost/high-impact projects, and provides staff support to the City's Bicyclist and Pedestrian Advisory Commission.

Multimodal Corridor Operations

The Multimodal Corridor Operations Section maintains, operates, and improves Oakland's Advanced Traffic Management System (ATMS). The section operates more than 700 traffic signals, High-intensity Activated crossWalK (HAWK) signals, and Rectangular Rapid Flashing Beacon (RRFB) and works closely with City's Maintenance Section to maintain and upgrade these existing devices. The section collaborates with AC Transit, Caltrans, Metropolitan Transportation Commission (MTC), and Port of Oakland to improve regional traffic safety. The section also works systematically to improve pedestrian and bicyclist safety through traffic signal timing and traffic signal upgrades.

Right of Way (ROW) Management and Engineering Services

The Right-of-Way Management Engineering Services Section administers Oakland's public space regulations. Our Engineers and Permit Technicians facilitate third-party improvements in the right-of-way, including privately constructed public infrastructure, parklet, curb gutter sidewalk, sewer lateral, excavation, obstruction, and encroachment permits. Engineering Services also reviews and approves parcel maps, final maps, right-of-way vacations, street renaming, easements and dedications. Working closely with Right-of-Way Management Construction Inspections, Engineering Services coordinates private infrastructure improvements with City-led capital projects and utility corridor projects. Engineering Services has expert level command of the Oakland Municipal Code and speaks for the agency in meetings with key stakeholders, including Oakland residents, developers, regional agencies, and public utilities.

PLANNING AND BUILDING DEPARTMENT - BUREAU OF BUILDING

Building & Infrastructure Plan Check

Oakland has experienced a development boom as active construction continues throughout its communities. With *over* 220,000 buildings under the City's jurisdiction, the Bureau of Building maintains the public health and safety of buildings and private infrastructure by ensuring adherence to pertinent codes, ordinances, and regulations. The Bureau of Building welcomes bright and talented engineers seeking a dynamic and rewarding work environment. A civil engineer in the Bureau of Building reviews plans, specifications, and supporting documentation associated with building permit applications for conformance to model building codes and regulations. In this dynamic environment, a civil engineer in the Bureau of Building assists architects, engineers, contractors, and the community with their development projects. While performing their duties, a civil engineer in the Bureau interacts and coordinates with several departments throughout the City including the Planning Bureau, Fire Prevention Bureau, Department of Transportation, Public Works, Housing and Community Development, and City Administration in the pursuit of public health, safety, and accessibility of buildings in the City of Oakland.

Minimum Requirements for Application

This recruitment will produce two eligible lists. The restricted list will be for full-time, permanent part-time, or part-time City employees who meet the minimum qualifications. The open list will be for all other applicants who meet the minimum qualifications.

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education:

A Bachelor's Degree from college or university in civil engineering or a closely related field.

Experience:

Three years of civil engineering experience after receiving a bachelor's degree. Possession of a Master's Degree in Civil Engineering or a related field may be substituted for one year of experience.

This recruitment will produce two eligible lists. The restricted list will be for full-time, permanent part-time, or part-time City employees who meet the minimum qualifications. The open list will be for all other applicants who meet the minimum qualifications.

License or Certificate / Other Requirements

Possession of a valid registration as a Civil Engineer in the State of California. Out-of-state reciprocity may be granted pending the successful completion of the next regular California exam.

Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

Supplemental Information

The Recruitment Process:



The City of Oakland works with a Civil Service system. Applicants apply online, and HR staff reviews their experience, education, and training listed on the application against the "minimum qualifications" listed for each position.

This is a continuous recruitment. This recruitment may close without notice once a sufficient number of applications have been received.

Candidates who demonstrate that they meet the minimum qualification requirements are then invited to participate in an assessment process (or testing) to measure their knowledge, skills, and abilities in job-related areas.

Candidates who do not demonstrate that they meet the minimum qualification requirements will have an opportunity to request a final review. Candidates must request a final review within 5 business days of being notified that they did not meet the minimum qualifications.

In the final review, candidates may clarify information already provided on their application. No additional work history, education, or certifications will be accepted. Any decisions made during this review process will be final.

For this recruitment, all qualified applicants will be sent a writing exercise, which will then be evaluated and rated by subject matter experts. You will be notified if your application will be moving forward with the writing exercise assessment.

Tentative Schedule:

Applications Submitted during the below timeframe	Writing Exercise Sent to Qualified Candidates
7/10/23-9/8/23	Week of 9/11/23

9/9/23-11/8/23	Week of 11/13/23
11/9/23-1/8/24	Week of 1/15/24

For some recruitments, more than one type of assessment may be used. Depending on the number of candidates who pass the first assessment (supplemental screening), you may be asked to complete a secondary assessment before the recruitment is finalized. If a secondary assessment is scheduled, you will be notified by email with specific details. If a secondary assessment is not scheduled, department hiring interviews will occur during this time frame. Candidates who pass each stage in the process will be placed on an eligible list. Some candidates may receive extra points, for example, if you are a Veteran with an honorable discharge, or if you are a current City of Oakland resident. If you're applying to a "restricted" posting and you are eligible as a current City employee, you may also receive additional points for your City service. Extra points are only applied to passing scores, so if you do not pass every element of the testing process, you cannot use extra points to pass.

The City of Oakland reserves the right to modify the selection process and date of examination as necessary to conform to administrative or business necessity. The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.

What's in it for you?

- 15 paid holidays
- Vacation 2 weeks per year minimum with the ability to accrue more depending on public sector years of service
- Retirement CalPERS (California Public Employees' Retirement System) with a pension formula of 2.5%@ 55 (for Classic CalPERS members) and 2%@ 62 for new CalPERS members. Classic Employees contribute 8% of pre-tax wages. The City of Oakland does not participate in Social Security
- Health The City of Oakland pays for the cost of employee and eligible dependent coverage at the Kaiser rate. Other plans include Anthem, Blue Shield, United Health Care and other HMO and PPO plans
- Dental The City of Oakland pays for Delta Dental full premium for employees and eligible dependents
- Vision The City of Oakland pays for VSP full premium for employees and eligible dependents
- Sick leave Employees accrue 12 days per year
- Deferred Compensation 457(b) pre-tax plan and an after-tax ROTH 401(k)plan
- Other benefits include a Flexible Spending Account, Wellness Program, Employee Assistance Program, Life Insurance, Tuition Reimbursement, Employee Training, & Telecommuting.

Applicants are required to submit criminal history information upon request after receiving a conditional offer of employment. If the requested information is not furnished in a timely manner, applicants will not qualify for further consideration and will be removed from the eligible list.

Disaster Service Workers

All employees are designated Disaster Service Workers through state and local law. Employees are required to complete all Disaster Service Worker-related training as assigned and to return to work as ordered in the event of an emergency.

How to Apply

Apply prior to the closing time of the job announcement and allow at least two to three hours to submit your application if you are a new user of the system. **APPLICATIONS ARE ACCEPTED ONLINE ONLY.** You may apply and view current openings by visiting our employment opportunities webpage at: http://agency.governmentjobs.com/oaklandca/default.cfm.

If you do not have access to a computer, there are computer stations available at any City of Oakland Public Library. There are also workstations at the Human Resources Management Department, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612. Workstations are available during regular business hours (normally 9:00 a.m. to 5:00 p.m.).

Our online application system is provided by NeoGov. If you have problems while applying online, please contact NeoGov's Live Applicant Support at (855) 524-5627 between 6:00 AM and 5:00 PM Pacific Time, Monday - Friday. You may also call the City of Oakland Human Resources Management Department during regular business hours at (510) 238-3112 for information; however, we are unable to provide technical support for the online application system.

Agency City of Oakland Address 150 Frank H. Ogawa Plaza - 2nd Floor

Oakland, California, 94612

Phone (510) 238-3112

Website http://www.oaklandca.gov/

Civil Engineer (Office) (Continuous) Supplemental Questionnaire

*QUESTION 1

Please be sure to answer the supplemental questions thoroughly and accurately. Applicants are responsible for clearly, completely, and accurately identifying their qualifications. Responses to the supplemental questions may determine your application status and may affect your rank on the eligible list. By answering "Yes" to this question, I certify that I have read and understand the statement above concerning submission of supplemental question responses.

- O Yes
- O No

*QUESTION 2

Are you a City of Oakland employee?

- O Yes
- O No

*QUESTION 3

If you answered "yes" to the above question (Question #2), please indicate your current job title.

*QUESTION 4

Which of the following best describes your highest educational achievement?

- I do not possess college education
- Some college credits
- Associate's degree
- Bachelor's degree
- Master's degree
- Doctorate degree
- O Other

***QUESTION 5**

Do you possess a Bachelor's degree in Civil Engineering or a closely related field?

- O Yes
- O No

*QUESTION 6

If you answered "yes" to the above question (Question #5), please indicate the specific area of study.

*QUESTION 7

Do you possess a valid registration as a Civil Engineer in the State of California?

- O Yes
- O No

***QUESTION 8**

If you answered "yes" to the above question (Question #7), please list your license number below.

*QUESTION 9

How many years of experience do you have in civil engineering?

- No experience
- Less than 1 year of experience
- 1 year to 1 year and 11 months of experience
- 2 years to 2 years and 11 months of experience
- 3 or more years of experience

*QUESTION 10

Please indicate which department(s) and division(s) you are applying for (check all that apply). <u>PLEASE NOTE</u>, If you pass the exam stage and are placed on the eligible list your name will only be referred to the department(s) and division(s) you select below.

- O Department of Transportation
- Planning & Building Department
- Public Works Department

*QUESTION 11

I understand that the answers to the above supplemental questions must be supported by information contained in the "Experience" section of this application.

- Yes
- 🔵 No

* Required Question