

NOTICE TO EXTEND FINAL FILING DATE

BULLETIN LINK: <http://www.dot.ca.gov/hq/jobs/cea.htm>
DEPARTMENT: DEPARTMENT OF TRANSPORTATION
LEVEL: CEA C
POSITION TITLE: Deputy Director, Planning and Modal Programs
LOCATION: Headquarters – Sacramento
FINAL FILING DATE: February 19, 2015
CEA NUMBER: 15CEA02

The bulletin announcing the above Career Executive Assignment (CEA) examination is amended as follows:

The final filing date has been extended to March 5, 2015.

We regret any inconvenience this may cause.

DEPARTMENT OF TRANSPORTATION
DIVISION OF HUMAN RESOURCES
ATTN: Leslie Mazzeo – MS 90
P.O. BOX 168036
SACRAMENTO, CA 95816-8036
(916) 227- 4176

CEA



CAREER EXECUTIVE ASSIGNMENT

Caltrans strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: TRANSPORTATION

POSITION TITLE: DEPUTY DIRECTOR, PLANNING & MODAL PROGRAMS

LEVEL: CEA C (Salary Range \$9,735 to \$11,053*)
* An appointment salary higher than the maximum range for a CEA C may be supported by the Department.

LOCATION: HEADQUARTERS, SACRAMENTO

BULLETIN RELEASE DATE: JANUARY 28, 2015

FINAL FILING DATE: FEBRUARY 19, 2015

CEA NUMBER: 15CEA02

DUTIES/RESPONSIBILITIES

Under the general direction of the Director/Chief Deputy Director, the incumbent is responsible for Caltrans' planning and modal programs to include the Divisions of Aeronautics; Local Assistance; Mass Transportation; Rail; Transportation Planning; and Transportation Systems Information. Responsibilities include:

- Develops the short and long term strategic direction for the planning and modal programs of the state transportation system.
- Develops policies to implement a proactive role in the area of planning, transit, rail, aeronautics, and goods movement.
- Directs the effective and efficient distribution and use of local assistance and special funds to local and regional agencies.
- Directs the development, evaluation, negotiation, recommendation and resolution of the statewide goals, objectives, policies, regulations, standards, plans and actions that are the responsibilities of the assigned programs.

- Oversees the development and implementation of Program Level Action Plans that include Caltrans' goals, strategic objectives, strategies, and performance measures applicable to planning and modal programs.
- Responsible under the federal regulations for developing a comprehensive statewide intermodal transportation plan.
- Implements policy and planning to expand the movement of goods by highway, rail, air, and freight.
- Oversees Caltrans' review of local developments to ensure consistency with state transportation and environmental policies and priorities, and advises District Directors, the Chief Counsel, and the Director on issues related to transportation and land use.
- Represents the Director/Chief Deputy Director as a departmental spokesperson on policy matters that are the assigned responsibility of the reporting divisions. This includes representing the Director and the Department in liaison with the Native American Advisory Committee, Metropolitan Planning Organizations, Regional Transportation Planning Agencies, and numerous public and private parties and interest groups.
- Represents the Director/Chief Deputy Director before state boards, commissions, and committees when requested and acts as a member of such organizations, boards and committees as assigned. Serves on the American Association of State Highway and Transportation Officials Standing Committees on Planning; Western Association of State Highway and Transportation Officials Standing Committee on Planning.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices

and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; Caltrans Equal Employment Opportunity (EEO) Program objectives; and a manager's role in the EEO Program.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to Caltrans' Equal Employment Opportunity objectives.

These abilities and knowledge are expected to be obtained from broad administration or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated based on the candidate's demonstrated:

- Understanding of planning & modal programs and global logistics and their relationship to California's economy, environment and communities.
- Broad and comprehensive knowledge of Caltrans' planning & modal programs and experience that demonstrates the ability to manage a complex statewide program.
- Knowledge and experience in departmental strategic planning and organizational and transportation system performance measures.
- Familiarity of federal and state regulations that apply to and impact the work of Caltrans and Caltrans' mission, goals, programs, and policies.
- Ability to supervise a multi-disciplinary professional staff; participate in public forums; represent Caltrans in advanced transportation systems matters; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Ability to develop and implement organizational improvements or innovations.
- Ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.
- Excellent oral and written communication skills.
- Academic course work at the university level or equivalent training and experience is required in the area of supervision and management principles.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA C, Deputy Director, Planning & Modal Programs** with Caltrans. Applications will be retained for twelve months.

The examination will consist of a review of each candidate's application and Statement of Qualifications. The minimum and desirable qualifications listed on the bulletin will be used as the evaluation criteria to screen applications. It is critical that each applicant include specific information on how his/her background and knowledge and abilities meet the minimum and desirable qualifications. Only the most qualified candidates may be scheduled for an interview.

FILING INSTRUCTIONS

All interested applicants must submit:

- A completed standard original State application (Form 678) with civil service titles and dates of experience.
- The Statement of Qualifications is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The statement should be no more than two (2) pages in length.
- Resumes are optional and DO NOT take the place of the Statement of Qualifications.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

The application and Statement of Qualifications are to be submitted to:

Department of Transportation
Division of Human Resources, MS #90
Attn: Leslie Mazzeo (15CEA02)
P.O. Box 168037
Sacramento, CA 95816-8037

Or

Department of Transportation
Division of Human Resources, MS #90
1727 – 30th Street
Sacramento, CA 95816-8037

Or via email: CEA MSPexams@dot.ca.gov

Application and Statement of Qualifications must be received or postmarked by 5:00 p.m. on **February 19, 2015**. Interagency mail received after this date will NOT be accepted.

Application packets may be emailed to the above address to ensure delivery prior to the final filing date.

Questions regarding this examination should be directed to: Leslie Mazzeo at (916) 227-4176.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

Caltrans 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 law and rules and all competitors will be notified.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the State application (Form 678). You will be contacted to make specific arrangements.