

CEA



CAREER EXECUTIVE ASSIGNMENT

The State of California 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: CHIEF, DIVISION OF HUMAN RESOURCES
LEVEL: CEA B (Salary Range \$8,985-\$10,703)
LOCATION: HEADQUARTERS, SACRAMENTO
BULLETIN RELEASE DATE: DECEMBER 2, 2015
FINAL FILING DATE: DECEMBER 23, 2015
CEA NUMBER: 15CEA25

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy Director, Administration, the Chief, Division of Human Resources is responsible for the efficient and effective management of the California Department of Transportation (Caltrans) Human Resources Division.

Responsibilities include:

- Develops and implements policies for the department's Human Resources functions including Hiring Services; Transaction Services, Exams & Recruitment; Workers' Compensation & Staff Central.
- Develops and establishes the strategic direction of the Division. The incumbent provides policy direction on operating procedures, implementation of programs, and management techniques impacting the goals and objectives of the Division's strategic plan. Participates in policy development to guide human resources information plans, programs, and projects.

- Oversees the development and implementation of Program Level Action Plans that include Caltrans' goals, strategic objectives, strategies, and performance measures applicable to the program.
- Provides expertise to the Deputy Director, Administration on controversial issues as they may develop.
- Advisor to Senior management team and departmental administrators on the development of policies which have department wide impact and ensures the development and implementation of those policies as they relate to the Division and the department.
- Utilizes strategic and creative measures to apply technical personnel expertise when advising management on organizational issues. Ensures departmental compliance with applicable laws, rules, regulations, policies and procedures.
- Ensures those legislative, court-related, and technological changes which impact the Division are reflected in departmental policies and procedures. Organizes the work and staff of the Division, directs and evaluates the performance of subordinate managers and establishes management control systems and performance targets.
- Builds strong business relationships internally and externally that add value to the Department and the efficiency and effectiveness of its programs. Works closely with a wide variety of management staff in making department-wide decisions and implementing the goals and objectives of the departmental strategic plan.
- Develops annual and long-range goals and objectives of the Division. Emphasizes strong customer-service and understands the value a strong, supportive human resources function can add to program effectiveness throughout the Department. Acts in absence of Deputy Director, Administration.
- Advises the Deputy Director, Administration on highly sensitive and complex issues.

MINIMUM QUALIFICATIONS

Applicants must possess the knowledge and abilities, and any other requirements, described in this bulletin.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

KNOWLEDGE AND ABILITIES

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; and a manager's role in the Equal Employment Opportunity (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' EEO 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.)

EXAMINATION INFORMATION

The examination will consist of a review of each candidate's application and Statement of Qualifications. The knowledge and abilities and any other requirements identified in this bulletin and listed in the Statement of Qualifications will be used as evaluation criteria to score applications. Therefore, it is critical that each applicant include specific information on how his/her background and knowledge and abilities qualify them for this position.

A passing score of 70% or higher must be obtained to establish 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 B, Chief, Division of Human Resources** with Caltrans. Applications will be retained for twelve months.

DESIRABLE QUALIFICATIONS

Academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

Experience in the areas of customer service principles and Human Resources.

Ability to inspire a creative and innovative work environment.

STATEMENT OF QUALIFICATIONS

The Statement of Qualifications is a narrative discussion of how an applicant's education, training, experience, and skills meet the knowledge and abilities and any other requirements identified in this bulletin and qualify them for the position. The statement should be no more than two (2) pages in length.

Please submit a Statement of Qualifications which includes the following information:

1. Demonstrated ability of a broad and comprehensive knowledge of Caltrans' roles and responsibilities, and State and federal highway policies, guidelines, and standards.
2. Demonstrated knowledge of budget and contract development and administration.
3. Demonstrated knowledge of federal and State laws and regulations that apply to, and impact the work of, Caltrans and Caltrans' mission, vision, goals, programs and policies, specifically in regards to Human Resources.
4. Demonstrated ability to supervise a multi-disciplinary professional staff, participate in public forums, represent Caltrans in external affairs matters, and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
5. Demonstrated ability to develop and implement organizational improvements or innovations.
6. Demonstrated ability to effectively apply logic and creativity in decision-making processes and successfully apply motivation and negotiating skills.
7. Demonstrated excellent oral and written communication skills.
8. Demonstrated ability to develop and keep positive professional relationships at all levels.

FILING INSTRUCTIONS

All interested applicants must submit:

- A completed standard original State application (Form 678).
- A Statement of Qualifications. The Statement of Qualifications is a narrative discussion of how the candidate's education, training, experience, and skills meet the knowledge and abilities listed in this bulletin 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 State application and Statement of Qualifications are to be submitted to:

California Department of Transportation
Division of Human Resources
Attn: Leslie Mazzeo (15CEA25)
1727 – 30th Street, MS #90
Sacramento, CA 95816-8037

Or via email to:

CEA.MSPexams@dot.ca.gov

Application and Statement of Qualifications must be received by 5:00 p.m. on DECEMBER 23, 2015. Interagency mail received after this date will not be accepted.

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.