

M S P



MANAGERIAL SELECTION PROCESS

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

THIS EXAMINATION IS DESIGNATED FOR A MANAGERIAL POSITION.

CLASSIFICATION: **PRINCIPAL TRANSPORTATION ENGINEER**

POSITION TITLE: **DEPUTY DISTRICT DIRECTOR - CONSTRUCTION
(12 MONTHS LIMITED TERM)**

SALARY: **\$10,839 – 12,312**

LOCATION: **DISTRICT 8 – SAN BERNARDINO**

FINAL FILING DATE: **DECEMBER 1, 2014**

DUTIES/RESPONSIBILITIES

Under the general direction of the District 8 Director, a CEA B, the incumbent is responsible for the planning and management of the Caltrans Highway Construction program within the boundaries of Riverside and San Bernardino Counties including full charge responsibility within the delegations provided for all activities of approximately 265+ staff within the Division of Construction.

Responsibilities include, but are not limited to:

- Develops and implements policies and procedures to coordinate all phases of the District's highway construction program. Plans, organizes, directs and evaluates activities for construction of the District's transportation systems and facilities. Develops short and long-term strategic direction for the Construction Program in District 8.
- Establishes Division Program Level Action Plans that include Caltrans' goals, strategic objectives, strategies and performance measures. Develops policy guidelines and standards for construction work performed within the District.

- Responsible for the timely and efficient delivery and completion of construction projects and services that provide maximum benefits to the traveling public in accordance with Federal, State and local mandates, within scope, schedule and cost.
- Supports implementation of Task Management by assigning functional managers as appropriate for all project tasks. Ensures functional managers perform their responsibilities, including the planning and monitoring of budgets and schedules while producing quality services and deliverables and reporting progress status through the District's earned value management tool.
- Implements Risk Management by signing off at each capital project's accountability check points, accepting the disposition of risks identified in project risk registers, and ensuring that functional unit communicate to Project Managers/Project Development Teams and update their risks throughout each project's life cycle.
- Represents Caltrans in negotiations with public officials and contractors with regard to construction contracts and administration; fosters and coordinates balanced transportation construction planning, schedules and budgets in cooperation with regional transportation planning agencies and others. Reviews with field personnel to assure quality work is conducted properly and timely. Maintains and promotes partnering and professional working relations with contractors and the public. Advises the District Director on the full range of issues related to the construction programs.
- As a member of the Executive team, assures coordination of District functions with each other, with headquarters and other external entities, and establishes proper resources allocation for offices/branches under his/her supervision.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with Caltrans and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil, electrical, or mechanical engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of transportation engineering experience as a Supervising level engineer in the California state service; or four years of transportation engineering experience as a Senior level engineer.

Or II

Experience: One year of managerial experience in the California state service equivalent in level to a Supervising Transportation Planner, or four years of supervisory or managerial experience equivalent in level to a Senior Transportation Planner. **and**

Experience: Two years of civil engineering work at the Associate engineer level or higher in the California state service.

Or III

Experience: Broad and extensive (more than five years) transportation engineering experience equivalent in responsibility to a Senior or higher level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Transportation economics and financing; various phases of transportation systems planning and engineering work; factors which influence the impact of transportation facilities on the environment, the community and the economy; State and Federal laws regulating the activities of Caltrans; principles and techniques of personnel management and supervision; Caltrans' equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of a large engineering staff; analyze situations accurately and take effective action; address an audience effectively; present

comprehensive reports and prepare correspondence; communicate effectively; effectively contribute to Caltrans' safety, health, equal employment opportunity and labor relations objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated based on the candidates **demonstrated**:

- Knowledge of Caltrans' Strategic Plan, its purpose, mission, vision, goals and values and together with its organization, policies and procedures.
- Knowledge of managing the application of state and federal project laws and regulations relative to the construction of the state highway system.
- Knowledge of federal and state regulations that apply to and impact the work of Caltrans' and the mission, goals, programs, and policies.
- Knowledge of the implementation and application of Task Management.
- Knowledge of various phases of transportation engineering and systems planning, transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and economy.
- Knowledge of the implementation and application of Risk Management.
- Knowledge of a manager's role in safety, health and wellness and labor relations and the processes available to meet these program objectives.
- Knowledge of a broad and comprehensive knowledge of Caltrans' transportation roles and responsibilities.
- Ability to manage of large budgets; administration of large organizations; and setting performance measures to assure accountability.
- 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 maintain performance measures.
- Ability to apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.
- Ability to analyze and resolve highly complex or politically sensitive problems and interagency and public relations issues, administrative and personnel matters in establishing objectives and staff allocations.
- Effective oral and written communication skills.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), **Statement of Qualifications, and interview will be used to rate candidates.** A pool of candidates will be created for the specific position identified on this bulletin, which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678), which includes civil service titles and dates of

experience. The application should specify the **classification, position title, and the following MSP Number: 14MSP42.**

- Faxed or emailed applications will not be accepted.
- A Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, shall be eligible to apply for promotional civil service examinations, for which he/she meets the minimum qualifications as prescribed by the class specification. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final file date of **December 1, 2014** Interagency mail received after this date will NOT be accepted.

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

**Department of Transportation
Attn: Barbara White, (14MSP42)
1727 30th Street, MS-90
Sacramento, CA 95816**

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

Questions regarding this examination process should be directed to Barbara White (916)-227-7513.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to Caltrans, Office of Examinations and Special Programs, 1727 30th Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.