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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.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING ENVIRONMENTAL PLANNER**

POSITION TITLE: **CHIEF, OFFICE OF CULTURAL RESOURCES**

SALARY: **\$6,915 - \$7,852**

LOCATION: **DISTRICT 4 - OAKLAND**

FINAL FILING DATE: **JUNE 1, 2015**

DUTIES/RESPONSIBILITIES

Under the direction of the Deputy District Director for the Division of Environmental Planning and Engineering, serves as the Office Chief for the Cultural Resources Office. Responsible for directing the work of cultural resource staff and ensures appropriate cultural resource studies are conducted on various Caltrans projects as well as projects under the purview of local transportation agencies for all nine Bay Area Counties. Oversees the work of cultural resource staff in the collection, review, research and analysis of cultural resource environmental factors for the preparation of technical reports for environmental documents on various transportation projects. Works with District environmental staff in providing technical expertise and information to develop location and design alternatives to avoid or minimize adverse affects on historic properties. Serves as the project liaison with the State Office of Historic Preservation regarding compliance with the National Historic Preservation Act (NHPA). Ensures public interests such as those of Native Americans are considered in the process of complying with NHPA. Ensures appropriate mitigation for cultural resources is planned and carried out for transportation projects. Directs staff in developing scopes of work, monitoring consultant performance and reviewing consultant-prepared archaeology and architectural history mitigation reports. The Office Chief also serves as Acting Deputy District Director for the Environmental Planning and Engineering when delegated.

Responsibilities include, but are not limited to:

- Plans, organizes and directs transportation projects in all nine of the San Francisco Bay Area counties, identifying environmental impacts. Coordinates and directs staff to conduct appropriate cultural resource studies on various Caltrans projects or local oversight projects. Reviews all technical environmental documents and PS&E to determine accuracy and compliance with local, state and federal laws.
- Oversees the work of cultural resource staff in the collection, review, research and analysis of cultural resource environmental factors for the preparation of technical reports for environmental documents on various transportation projects. Works with District environmental staff in providing technical expertise and information to develop location and design alternatives to avoid or minimize adverse affects on historic properties.
- Ensures appropriate mitigation for cultural resources is planned and carried out for transportation projects. Directs staff in developing scopes of work, monitoring consultant performance and reviewing consultant-prepared archaeology and architectural history mitigation reports.
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- Serves as the project liaison with the State Office of Historic Preservation regarding compliance with the National Historic Preservation Act (NHPA). Ensures public interests such as those of Native Americans are considered in the process of complying with NHPA.

MINIMUM QUALIFICATIONS

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

Either I

One year of experience in the California state service performing the more difficult and complex work on special environmental projects or research studies as an in-house consultant; or managing an interdisciplinary team preparing environmental studies and preparing environmental documents in a class at a level equivalent to that of Senior Environmental Planner.

Or II

Experience: Five years of experience in conducting comprehensive environmental studies of statewide significance and preparing environmental documents, at least one year of which must have been equivalent in level to work performed by a Senior Environmental Planner in the California state service. **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and techniques of supervision and personnel management; differences of impacts of multimodal forms of transportation on the environment; methods of administering environmental projects and programs; Caltrans' Equal Employment Opportunity Program objectives; a manager's role in the Equal Employment Opportunity Program and the processes available to meet the Equal Employment Opportunity Program objectives; methods of planning, organizing, directing and controlling major statewide differences in, and uses of, multimodal forms of transportation considering various environmental factors.

Ability to: Coordinate environmental investigations of proposed projects; review and evaluate local plans in relation to statewide environmental interests; incorporate the input of interested groups

and agencies into the environmental planning and analysis process; supervise others in their work; solicit necessary expertise to complete environmental studies or meet project goals; effectively contribute to the Caltrans' Equal Employment Opportunity Program objectives; supervise and direct the activities of others; participate as a witness in local hearings.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

Only the most qualified candidates will be interviewed. In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrate knowledge of Caltrans' major activity areas and organization, Departmental policies, and financial constraints; and specific knowledge of environmental/engineering project development process and all applicable environmental laws and regulations.
- Demonstrate experience with principles and practices of project management and its relationship to managing the environmental planning of projects, resource management and organizational development.
- Demonstrate knowledge of supervisory and management skills and responsibilities including workload balancing, employee safety, employee development, equal employment opportunity policies and employee conduct and discipline.
- Demonstrate the ability to set performance measures to assure accountability.
- Demonstrate the ability to initiate and maintain working relationships with internal and external partners and customers; participate in public forums; represent the Department; and serve in a consulting and coordinating capacity with other departmental functional areas.
- Demonstrate the ability to communicate effectively both orally and in writing; includes group presentations and effective negotiating skills.
- Demonstrate the ability to resolve complex issues requiring coordination and concurrence with Headquarters and Legal staff.
- Demonstrate the ability to lead and motivate a team to complete tasks and projects consistent with Caltrans' goals.

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 positions. 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: 15MSP21.**
- Faxed and/or e-mailed applications will **not** be accepted.
- A Statement of Qualifications. The 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.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- 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).**

State application and Statement of Qualifications must be received or postmarked by the final filing date of **June 1, 2015**. 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: Leslie Mazzeo (15MSP21)
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 Leslie Mazzeo at (916) 227-4176.

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.