

# 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.

**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: DISTRICT COORDINATOR (DISTRICTS 1, 2, & 3)**

**SALARY: \$7,088 - \$8,048**

**LOCATION: HEADQUARTERS - SACRAMENTO**

**FINAL FILING DATE: AUGUST 27, 2015**

### DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Environmental Analysis (DEA), a CEA B, the Supervising Environmental Planner/North Region Coordinator acts as a deputy for the Division Chief implementing and facilitating all phases of the environmental process affecting delivery of transportation projects in Caltrans' North Region and as needed elsewhere in the state. The Coordinator provides timely technical advice and assistance to districts dealing with environmental issues related to delivery of transportation projects. Major emphasis is placed on ensuring consistent and uniform application of statewide environmental management policies, standards, procedures, guidelines and practices in compliance with the "NEPA Assignment" Memorandum of Understanding (MOUs) with U.S. Department of Transportation and other laws, regulations and commitments. The Coordinator provides advice and assistance to the Division Chief and Division policy staff establishing and improving statewide policies, standards, procedures, guidelines and practices. The Coordinator serves as the primary contact between the coordinators of other Headquarters Divisions to address environmental issues at the project level. The Coordinator is one of the Environmental Division's contacts with a variety of State, Federal, and local agencies as needed to resolve environmental issues related to project delivery. The Coordinator serves as a member of Caltrans' Environmental Management Board and the Division of Environmental Analysis Management Board. Responsibilities include, but are not limited to:

Technical advice and assistance to the transportation districts:

- Leads an interdisciplinary team review of Environmental Impact Statements (EISs), complex Environmental Assessments and Individual Section 4(f) documents prior to District/Region approval for public circulation or final approval.
- Coordinates with Legal offices on review of EISs and Individual Section 4(f) Evaluations.
- Evaluates, assesses and concurs with District/Region on Class of Action for National Environmental Policy Act (NEPA) documents.
- Serves as a liaison between Headquarters' functional environmental office and the Districts in providing interpretation and clarification of specific instructions, policies, standards and practices.
- Establishes effective working relationships with District management and staff.
- Advises District management and staff on environmental issues to expedite transportation project delivery.
- Serves on project development teams and other special District groups as appropriate.
- Provides reviews of lower level documents and technical studies upon request.
- Proactively identifies potential environmental issues and facilitates the timely resolution of issues at the project level with the District/Region.
- Assists Districts/Region in resolving issues with Federal Highway Administration (FHWA), National Oceanic and Atmospheric Administration Fisheries, U.S. Fish and Wildlife.
- Service, California Coastal Commission, and other resource/regulatory agencies regarding environmental issues.
- Assists in developing and providing training to Districts as needed.
- Assists in corrective action plans related to NEPA Assignment and District/Region performance.
- Represents the Division of Environmental Analysis by serving on or leading statewide and corporate quality teams.
- Serves as a liaison with the FHWA and other State, Local and Federal agencies.

Advice and assistance to the Division Chief and Headquarters Management:

- Jointly with other coordinators, assists the Division Chief in assuring consistent statewide application of current environmental policies, standards and practices.
- Facilitator for all DEA Coordinators and the various DEA Offices.
- Proactively identifies potential environmental issues and facilitates the timely resolution of issues at the program level with offices in DEA.
- Keeps Division Chief informed of significant issues that arise in the Districts and potential areas of improvement in policies, standards, procedures and practices.
- Updates Division Chief on environmental capital project delivery performance through attendance at project status/pre-status meetings as needed, and communicates with the District/Region and Headquarters Project Management.
- Provides recommendation, briefings and reports to the Division Chief and top management on environmental issues in the project development process.
- Represents the Division at various meetings including monthly Program Change Request meetings, quarterly delivery meetings/video teleconferences, and quarterly workload meetings with resource agencies.
- Coordinates and develops Environmental Management Board meetings.
- May serve on statewide and national task forces on critical environmental issues.

Liaison and Evaluation:

- Maintain information of District activities for the purpose of periodic performance evaluations.
- May act in environmental manager positions across Caltrans.
- Prepares special reports, correspondence, and issue papers and briefing reports for the public, legislature, FHWA, and Caltrans management.
- Attends public project meetings as appropriate.

- Coordinate with District reviewers from Project Management, Design, Local Programs, Landscape, Structures and Transportation Planning as appropriate to expedite project decisions and involve other Headquarters functional units as needed.
- Maintain effective working relations with FHWA, districts and federal area engineers.
- Maintain familiarity with and make updates to NEPA, California Environmental Quality Act (CEQA) and attendant specialty (e.g. section 4(f), endangered species, Section 106) environmental laws and regulations.

### **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.

### **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. Candidates who meet the qualifications will be admitted into the examination process.

The first step in the examination process is the Position Specific Qualifications Evaluation, which is the appraisal of an applicant's Examination/Employment Application (STD. 678) and Statement of Qualifications. Applicants who achieve a passing score of 70% or higher on the Position Specific Qualifications Evaluation will be invited to the interview portion of the examination. The interview portion of the examination will establish an eligible list including the ranking of each candidate. Candidates will be notified in writing of their examination results.

## 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:

1. An in-depth knowledge of Caltrans' major activity areas and organization, Departmental policies, and financial constraints; and specific knowledge of environmental/engineering project development process and all related laws and regulations.
2. Knowledge of transportation characteristics, issues, and planning concepts; and Federal and State environmental laws, regulations, Executive Orders, and procedures regarding the extent of environmental documentation required and to assure that appropriate measures are taken to avoid or minimize environmental impacts.
3. Knowledge of organizational relationships both within and outside Caltrans that pertain to planning, design, construction, operation, and maintenance of transportation facilities.
4. Able to reason logically and creatively, and to exercise good judgment in the resolution of complex environmental issues and mitigation problems.
5. Able to take action independently, work as a team and organize work priorities.
6. Able to establish and maintain cooperative relationships, dealing with tact and persuasion with District, Headquarters, and external counterparts.
7. Able to communicate effectively both orally and in writing, and be able to assist in training staff members in the skills and techniques necessary to perform their duties.
8. Ability to assimilate input from various sources, to evaluate that input to develop alternative courses of action, and to make objective recommendations on all environmental issues relating to project delivery.

## 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: 15MSP35.**
- 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 **August 27, 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 (15MSP35)  
1727 30<sup>th</sup> 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 30<sup>th</sup> Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.*