

MSP



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: **PRINCIPAL TRANSPORTATION ENGINEER**

POSITION TITLE: **CHIEF, NORTH REGION ENGINEERING**

SALARY: **\$11,197 - \$12,718**

LOCATION: **DISTRICT 3 - MARYSVILLE**

FINAL FILING DATE: **SEPTEMBER 25, 2015**

DUTIES/RESPONSIBILITIES

Under the general direction of the District 3 Director, a CEA Range B, serves as the Chief of North Region Division of Engineering. The incumbent is responsible for managing, budgeting and directing all phases of design and support activities within the North Region. Also serves as the single focal point for North Region (NR) project delivery and is responsible for developing and managing the NR Capital budget. The incumbent is responsible for working with the NR District Directors, NR Division Chiefs, NR Single Focal Points, Division of Project Management, Division of Design and Division of Engineering Services to plan, execute and control project delivery activities in order to meet delivery commitments. Recommends, develops and implements policies and procedures; establishes work standards and implements work priorities. The incumbent will provide expertise on critical and sensitive project delivery issues. This requires extensive project development experience and leadership skills to ensure design and engineering services commitments are successfully met for Districts 1, 2 and 3. Extensive Travel is required. Must possess a current driver's license.

Duties and activities include, but are not limited to:

- Works with North Region District Directors, Division of Engineering Services, North Region Division Chiefs and North Region Single Focal Points to set Region Capital Outlay Support priorities, resolve workload leveling issues and establish Region project management guidelines and tools to accomplish the North Region program and delivery goals. Develops workload and allocations for the North Region Capital functions and manages the North Region Capital Outlay Support budget.
- Responsible for the planning and the management of the North Region Project Development Program, which consist of Design, Engineering Support Services and Surveys. Ensures projects are designed in conformance with all applicable laws, specifications and plans.
- As the Capital Outlay Manager for North Region, collaborates with other district executives in determining district objectives, workload projections, resource allocations and budget establishment and execution; takes the lead in making sure sufficient architectural and engineering consultant contracts are available for North Region Project Delivery; improves the design processes to meet the goals and objectives of the District and the design support functions; takes the lead in the coordination of non-capital workload and resources between the North Region Districts; Establishes pretenses for planning, managing, monitoring and controlling the budget and deliverables.
- Represents Caltrans with outside agencies and internal policy making boards on difficult technical and administrative matters as well as making recommendations regarding design projects. Advises the District Director on highly sensitive and critical design and engineering programs.
- Serves as a high level technical expert on engineering projects. Assists in the formulation of strategic plans to ensure North Region project delivery.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with Caltrans and meet the following qualifications by the final filing 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 the Department of Transportation; principles and techniques of personnel management and supervision; the Department's 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.

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

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

1. Ability to inspire teamwork and cooperation in meeting unique or difficult transportation related issues and the ability to provide new perspectives and/or develop and implement new initiatives.
2. Working knowledge of standard practices and applications in the development and implementation of Caltrans' project delivery policies, procedures, standards and other factors relating to the design of transportation facilities within Caltrans Design function.
3. Ability to develop and implement innovative and effective solutions for programs that involve the interpretation and application of complex government laws, regulations and policies and the ability to determine acceptable levels of risk and act accordingly.
4. Ability to work cooperatively with and build partnerships internally among Caltrans' Headquarters and District management as well as with Caltrans' external customers, including city and county staff, the Federal Highway Administration, Regional Transportation Planning agencies and elected officials.
5. Experience with principles and practices of management, development of the budget, working with performance measures of program evaluations including project management and its relationship to managing projects, resource management and organizational development.
6. Ability to supervise a multi-disciplinary professional staff, participate in public forums, represent Caltrans in transportation matters and serve in a consulting and coordinating capacity with other departmental functional areas statewide.

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: 15MSP40**
- 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.

- Resumes are optional and **do not** take the place of the Statement of Qualifications or completed State application (STD 678).
- 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 file date of **September 25, 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: Gwen Ling 15MSP40
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 Gwen Ling at (916) 227-7841

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.