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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 RIGHT OF WAY AGENT**

POSITION TITLE: **ASSISTANT RIGHT OF WAY CHIEF – CENTRAL REGION**

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

LOCATION: **DISTRICT 6 – SAN LUIS OBISPO**

FINAL FILING DATE: **SEPTEMBER 28, 2015**

DUTIES/RESPONSIBILITIES

Under the general direction of the Central Region Right of Way Chief, the incumbent plans, supervises, coordinates, and directs Central Regional delivery programs for Central Region Right of Way. Incumbent is responsible for oversight and approval of all Right of Way activities as needed for project certification. Regional and rotational work is required with assignments in Bishop, San Luis Obispo, Fresno, and Stockton. Position requires three days in San Luis Obispo and one day in Fresno weekly.

Duties and activities include, but are not limited to:

- Responsible for implementing task management, planning, budgeting, staffing requirements and delivery of all Right of Way activities for projects programmed in District 5; direct responsibilities for the Regional Relocation Assistance Program, District 5 and 6 Real Property Services and Excess Lands programs. Provides supervision, leadership, and training to Senior Right of Way Agents and provides remote supervision to on site right of way staff to ensure delivery of property rights needed for regional transportation projects.

- Manages the annual resource allocations for the delivery of the right of way program associated with District 5 and coordinates with Regional functions in support of project delivery. Supervises and reviews the activities of the seniors and rank and file staff under your supervision or remote supervisions responsible for the delivery of the Capital Outlay, Project Initiation Document (PID), Minor, and Maintenance programs as well as cross functional allocations. Develops, implements and monitors the workload distribution, priorities, allocations, expenditures and set the tone for professional and ethical conduct.
- Reviews and approves functional work products where authority has not been delegated to the senior level. These products may include appraisal reports, utility agreements, Right of Way Contracts, excess land transactions, Director's Deeds, and administrative and/or legal settlements.
- Works with all Central Regional Assistant Right of Way Chiefs to facilitate Regional Delivery and identify workload imbalances and Regional resolutions. Coordinates the workload and resources to ensure proper functional expertise and appropriate resources are available for timely and cost effective delivery of the Central Region Right of Way Program.
- Coordinates with Headquarters Right of Way staff and Regional Branch Chiefs to insure adherence to standards, policies, and schedules, and performs other administrative/executive duties in the absence of the Central Region Right of Way Chief.
- Acts as Right of Way liaison with Headquarters, Regional Program Managers, and Directors.

MINIMUM QUALIFICATIONS

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

Either I

Two years of experience in the California state service performing the duties of a Senior Right of Way Agent.

Or II

Experience: Five years of progressively responsible experience involving all major phases of the acquisition of rights of way for governmental or public utility use, two years of which must have been in a full supervisory or administrative capacity. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class with a level of responsibility not less than Senior Right of Way Agent.) **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 of public administration including capital program, personnel management, program development, budgeting, and supervision. Goals, objectives, policies, organization and procedures of the Department of Transportation as related to right of way activities. General management principles and practices. Management problem-solving methods. Principles of policy development and formulation of principles and practices of disseminating public information. Caltrans' safety, health, equal employment opportunity and labor relations program objectives. A supervisor's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Plan, organize, and direct or make decisions involving the work of a large Right of Way staff. Develop program direction and concepts. Establish and maintain liaison, communication, and a cooperative relationship on interdepartmental levels. Effectively contribute to Caltrans' safety, health, equal employment opportunity and labor relations program 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. Knowledge of right of way, real property services and excess lands principles and practices including budgeting and resourcing
2. Good oral and written communication skills
3. Ability to provide accurate and thorough recommendations on various Real Property Services and Excess Lands transactions and documents, including but not limited to: title, appraisals, acquisition, eminent domain, utilities, relocation assistance, real property management
4. Ability to effectively apply logic and creativity in decision-making processes and successful application of motivation and negotiating skills
5. Ability to establish and maintain cooperative working relationships with state, federal and local agencies, industry advocacy groups, internal functions divisions, and the general public
6. Knowledge of principles and techniques of personnel management and supervision
7. Ability to identify critical policy issues and to develop and implement strategic responses to a variety of right of way challenges
8. Understanding of the manager's role in safety, health, personnel management, labor relations and Caltrans' Equal Employment Opportunity (EEO) and Ethics objectives
9. Knowledge of right of way, real property services and excess lands laws, regulations, directives and guidance at the state and federal levels
10. Ability to provide oversight guidance for on-system projects performed by local agencies to assure project delivery, including working with contractors, consultants, academics and other agencies on issue resolution and regulation compliance
11. Interpersonal, leadership and management skills, diplomacy, tact and negotiating skills with an ability and willingness to proactively work in a rapidly changing environment under high stress and pressure
12. Knowledge and ability to manage a budget and interact positively with other internal and external fiscal oversight partners

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: 15MSP42**
- 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 28, 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 15MSP42
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.