

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: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **DISTRICT OFFICE ENGINEER**

SALARY: **\$10,192 - \$11,578**

LOCATION: **DISTRICT 7 – LOS ANGELES**

FINAL FILING DATE: **OCTOBER 8, 2015**

MSP NUMBER: **15MSP45**

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy District Director, of Construction the Supervising Transportation Engineer directs Staff in the development and preparation of Plans, Specifications, and Estimates (PS&E) into coherent bidding documents or Construction Contracts within Los Angeles, and Ventura Counties.

Responsibilities include, but are not limited to:

- Provide direction to a multi-disciplinary team of professional engineers for the timely preparation of Plans, Specifications, and Estimates (PS&E). This includes directing Senior Transportation Engineers overseeing Civil Engineers and Specialist Engineering (Electrical, ITS and Landscape) Staff. Lead all employees to meet District 7 Authority to Advertise District Delegation (AADD) Quality Management System (QMS) to maintain quality, consistency, and uniformity in the preparation of PS&E. Initiate changes, as deemed necessary for the purpose of improvement to the District's QMS. Manage the Constructability Unit, Critical Path Method Unit, and District Estimator and act as single focal point to management on any issues in these units. Incumbent concurs on the certification of cost estimates for District PS&E.

- Manage projects from applicable Quality Control activities and all Quality Assurance functions through submittal to Division of Engineering Services, Office Engineer for advertisement. This includes establishment of project milestones within District Office Engineer, monitoring of project progress toward milestones, monitoring the status of each project requirements, and initiating actions necessary to keep projects on schedule. Ensure that projects identified as "critical" received top priority and special handling and expediting through the project delivery process.
- Concurs on all Non Standard Special Provisions for the Division of Construction. Reviews and recommend approvals for contract addendum requests. Reviews funding availability on projects after bid opening and concurs with all Award recommendations.
- Provides functional direction to the District, Local Agencies, and Consultants on the procedures to prepare PS&E for Capital Outlay Projects.
- Represents the District Office Engineer and the Division of Construction on committees and special task forces.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation 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 engineer issued by the California State Board of Registration for Professional Engineers.

and

Either I

One year of transportation engineering experience as a senior level engineer in the California state service.

Or II

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service.

and

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

Or III

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

KNOWLEDGE AND ABILITIES

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 the economy; principles and techniques of personnel management and supervision, Caltrans EEO and labor relations objectives; a manager's role in safety, health, EEO and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to Caltrans safety, health, EEO 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. Knowledge of principles and techniques of personnel management and supervision.
2. Experience in supervise a multi-disciplinary professional staff.
3. Knowledge of State Policies on Equal Employment Opportunity, Reasonable Accommodation, American with Disability Act, Ethics, Sexual Harassment, Workplace Violence, Incompatible Activities and Conflict of Interest.
4. Knowledge of current Construction Practice Bulletins, Construction Program Directives, current District 7 Authority to Advertise District Delegation (AADD) Quality Management System (QMS) process.
5. Ability to express ideas and present information both verbally and in writing to the District and Department management, other Divisions, the Federal Highway Administration, and others in both public and private sectors effectively and clearly.
6. Knowledge and experience in applying good management practices and be able to establish goals, determine necessary staff requirements, and apply controls necessary to maintain production and efficiency.
7. Ability to analyze difficult engineering related issues and problems, and to effectively apply logic and creativity in decision to determine proper course of action.
8. Knowledge and experience in short and long term planning, involvement in the development of support resource estimating, knowledge of administration processes & policies, project budget control techniques and monitoring & managing of staff to stay within resource allocation.
9. Knowledge of State Labor Laws and Department Labor Relations practices
10. Ability to use sound judgment in dealing with difficult and sensitive situations.

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: 15MSP45**.
- 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.

- 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 **OCTOBER 8, 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: Liz Ochoa (15MSP45)
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 Liz Ochoa (916) 227-7466.

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 the California Department of Transportation, 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.