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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 BRIDGE ENGINEER**

POSITION TITLE: **OFFICE CHIEF, STRUCTURE POLICY & INNOVATION**

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

LOCATION: **SACRAMENTO – DIVISION OF ENGINEERING SERVICES**

FINAL FILING DATE: **NOVEMBER 10, 2015**

DUTIES/RESPONSIBILITIES

Under the general direction of a Principal Bridge Engineer, the incumbent is responsible for managing the activities of the Office of Earthquake Engineering, Analysis, and Research (OEEAR), Structure Policy and Innovation. The incumbent is responsible for providing expertise in seismic-related issues, research, and design software applications to the Division of Engineering Services (DES), as well as the Department. The incumbent is responsible for ensuring that all OEEAR programs are carried out successfully and that the Division of Engineer Services (DES) goals and objectives are met.

Duties and activities include, but are not limited to:

- Oversee the development of structural earthquake engineering and seismic hazard standards, guidelines, details, guidance material, policies, practices, and training. Included are the Caltrans Seismic Design Criteria (SDC), bridge and building retrofit strategies, vulnerability assessments and ground motion hazards. Manager for the General Earthquake and Structural Analysis committees and chair of the Executive Earthquake and Software Management committees.

- Plan, direct and manage the DES Geotechnical, Structure and Seismic Research Program including developing and maintaining the Geotechnical/Structure research Strategic Plan and Roadmap. Chair the Geotechnical Structure Technical Advisory Panel, coordinate with the Geotechnical/Structure Research Program Steering Committee and the Division of Research, Innovation, and System Information for the annual research solicitation and selection process. Manage the research resource budget. Ensure research results are evaluated and provided to appropriate technical committees and specialists for deployment into practice.
- Manage the development, maintenance and support of “core” bridge engineering software including, LRFD compliant superstructure and substructure design software, seismic design and analysis programs, and linear and nonlinear structural analysis software. Participate in the evaluation and selection of vendor-developed software. Provide training as requested.
- Plan, direct and coordinate activities with the Caltrans Seismic Advisory Board, an independent body whose role is to advise Caltrans on seismic policy and technical practices includes organizing and planning quarterly meetings; coordinating communication between the Board, the Division of Engineering Services and the Director’s Office; and providing the Board information on the Department’s seismic design policies and practices.
- Participate as a panel member on national and international seismic and strong motion programs.
- Manage and oversee support of post-earthquake investigation (PEQIT) activities, ensure PEQIT coordinator provides training and preparation of team members to enable rapid post-earthquake response.
- Manage project delivery support services including structural and seismic analysis and design support to deliver PS&E for bridge designs and seismic retrofits.
- Perform special studies and prepare reports on various resourcing, operational and organizational issues. Assist with DES and project specific strategic plans; act for Deputy Division Chief as required.

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.

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

Experience: One year of structure engineering experience as a Senior Bridge Engineer in the California state service.

Or II

Experience: One year of experience equivalent in level of responsibility to a Senior Transportation Engineer in the California state service AND at least two years of structure engineering experience as a Transportation Engineer (Civil), Range D, or higher in the California state service.

Or III

Experience: Board and extensive (five or more years) engineering experience in the design, construction and maintenance inspection of bridges, major transportation-related structures, or transportation-related buildings. [Three years of the experience applied to this pattern must include: (a) one year of bridge design, construction, or maintenance inspection experience, and (b) two years in a supervisory capacity comparable in level of responsibility to a Senior Bridge Engineer in the California state service.]

KNOWLEDGE AND ABILITIES

Knowledge of: Purposes, organization, policies, and procedures of State agencies responsible for bridge and transportation-related structure planning and construction. Economics of structure design and financing. Methods of design and construction of the various types of bridge and

transportation-related structures. Modern highway standards of grade and alignment. Maintenance of bridge and transportation-related structures. Principles and techniques of personnel management and supervision. State and Federal laws applicable to the Department of Transportation and the Division of Structures. Department's equal opportunity and labor relations program objectives. Manager's role in the safety, health, equal opportunity and labor relations programs and the processes available to meet these program objectives. Basic safety practices contained in the California Code of Regulations, Title 8 Industrial Relations, Construction Safety Orders and the General Industry Safety Orders regarding personal protective equipment.

Ability to: Plan, direct, and coordinate the work of a large engineering staff. Formulate and administer departmental programs and policies. Exhibit tact and diplomacy. Analyze situations accurately and adopt an effective course of action.

Work successfully with others to gain their respect and confidence. Prepare comprehensive reports and initiate correspondence. Address an audience effectively. Effectively contribute to the Department's safety, health, equal 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. Knowledge and experience in the application and evaluation of structure design and construction standards, rules, policies, methods and procedures as it relates to earthquake engineering.
2. Knowledge of the Department's project delivery and management processes and the role the Division of Engineering Services has in those processes.
3. Knowledge of principles and experience related to transportation research, portfolio management, quality management and project delivery.
4. Ability to supervise a multi-disciplinary professional staff; initiate and maintain positive working relationships with internal and external partners and customers; participate in public forums and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
5. Ability to communicate effectively, both orally and in writing and to make effective presentations and competently represent Caltrans before state, federal and local agencies, industry advocacy groups and the business community in structure design and seismic safety matters.
6. Ability to analyze complex and/or sensitive transportation structure issues and recommend effective courses of action and oversee implementation.

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: 15MSP50**

- 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 shall 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 **November 10, 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 15MSP50
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.