

# 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 PLANNER**

POSITION TITLE: **ASSISTANT DIVISION CHIEF – POLICY SECTION**

SALARY: **\$7,792 - \$8,849**

LOCATION: **HEADQUARTERS – DIVISION OF TRANSPORTATION PLANNING**

FINAL FILING DATE: **NOVEMBER 16, 2015**

MSP NUMBER: **15MSP53**

### DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Transportation Planning, the Assistant Division Chief is responsible for all aspects of the management of interdisciplinary teams who prepare, administer and monitor transportation plans, programs and projects and integrate various social, economic, environmental, transportation and land use factors to support implementation of a balanced, multimodal State transportation program. The incumbent is responsible for strategic planning and policy development and implementation of statewide long-range transportation plans and programs. In this role, incumbent will represent the Division of Transportation Planning with other Headquarters Divisions, Districts, Caltrans Management, and external partners.

Responsibilities include, but are not limited to:

- Plans, organizes, directs, controls, and coordinates all aspects of policy level transportation activities related to State, Regional, and Community Planning. Responsible for managing day-to-day activities in the following functional areas: development of the statewide transportation plan, economic analysis, climate change, air quality, regional planning, grants oversight, Native American liaison, intergovernmental review, Complete Streets, and smart mobility.

- Has full management level responsibility to prepare and respond to proposed legislation and policies, and for ensuring compliance with existing federal and State transportation laws, regulations, and processes relating to the Policy Section of the Division of Transportation Planning. Ensures Department is in compliance with federal transportation provisions for statewide and metropolitan transportation planning and their coordination with other divisions and regional transportation agencies.
- Develops policies, guidance, reporting and evaluation methods to effectively integrate the transportation planning process into the Department's plans and programs in order to enhance California's transportation system. Ensures all policies are communicated effectively, training is provided as needed and implementation is monitored, and ensures partners are fully aware of all proposed changes to legislation, policies, guidance and regulations.
- Confers with Headquarters and District executive management on difficult technical, administrative and personnel matters and is responsible for directing resolution of highly technical or politically sensitive issues impacting assigned planning projects and staff. Will serve as and make management decisions in Division Chief's absence, which includes but is not limited to responding to external requests during that time.
- Represents Caltrans and the Division of Transportation Planning in meetings with federal, state, regional and local agencies concerning the scope and content of the department's Transportation Planning program.
- Develops strategic transportation planning and policy direction for units within the Policy Section. Assists in the development of, and implements the Strategic and Business Plan for the Division of Transportation Planning, and oversees district activities to ensure they have achieved the agreed upon production, efficiency and performance.

### **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.

#### **Either I**

One year of experience in the California state service performing transportation or environmental planning duties in a class comparable in level of responsibility to Supervising Transportation Planner or Supervising Environmental Planner.

#### **Or II**

Five years of supervisory or administrative transportation or environmental management experience with regional or statewide impact. (At least one year must have been comparable in level of responsibility to work performed by a Supervising Transportation Planner or a Supervising 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 the basis of one year of experience equal to one year of education.)

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Purposes, organization, and policies of Federal, State, regional, and local transportation agencies; program goals and objectives of Caltrans. Methods of planning, organizing, directing and controlling major statewide transportation or environmental programs. A supervisor's role in safety, health, labor relations and Caltrans Equal Employment Opportunity (EEO) and the processes available to meet these program objectives.

**Ability to:** Provide direction of the analysis of transportation and environmental planning studies. Plan, direct, and coordinate the work of a large staff performing transportation and/or environmental planning and research; direct the evaluation of local plans in relation to statewide transportation

interest and related environmental issues; direct and control large metropolitan regional transportation and environmental programs. effectively contribute to Caltrans safety, health, labor relations, and EEO 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. Broad spectrum of interpersonal communication skills (written and oral) necessary to address a variety of internal and external issues.
2. Ability to develop and implement innovative and effective solutions for transportation problems.
3. Knowledge and experience with Caltrans' project management and programming processes.
4. Ability to effectively develop and lead multi-disciplinary teams.
5. Knowledge and experience applying federal and state transportation planning law, regulation, process, and policy to carry out transportation programs and program elements, including the roles of regional transportation planning agencies, other transportation agencies, and local government.
6. Ability to think strategically, identify important variables and options and independently take effective action.
7. Ability to manage and direct transportation program activities.
8. Ability to work with other Caltrans Districts/Divisions, and federal, state, regional and local agencies, and advocacy and advisory groups.

### **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: 15MSP53**.
- 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 **NOVEMBER 16, 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 (15MSP53)  
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 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.*