

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 DESIGNATED FOR MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION PLANNER**

POSITION TITLE: **DISTRICT 3 PLANNING AND MODAL PROGRAMS MANAGER**

SALARY: **\$7,088.00 - \$8,048.00**

LOCATION: **DISTRICT 3 - MARYSVILLE**

DIVISION: **PLANNING AND LOCAL ASSISTANCE**

FINAL FILING DATE: **APRIL 07, 2016**

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy District for Planning and Local Assistance, a CEA A, the Planning and Modal Programs (PMP) Manager leads all District 3 Transportation Planning and Modal Programs, including Regional Planning, Intergovernmental Review, System Planning, Corridor System Management Planning, Community Planning, Goods Movement, Air Quality Programs, and various Mass Transportation grant programs. The PMP Manager is responsible for developing strategic objectives, maintaining consistency and quality of planning activities across a diverse region, and prioritizing activities to optimize benefit of allocated resources. In the absence of the Deputy District Director, the PMP Manager is the Acting Deputy District Director. This position is located in Marysville and requires regular travel between the District Office in Marysville and Sacramento as well as occasional travel throughout California.

- Responsible for policy direction and organizational management for fulfillment of all District responsibilities regarding the administration of the regional planning process, including the

**Supervising Transportation Planner
JX72-4725-16MSP13**

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Department of Transportation**

annual Overall Work Program (OWP) process and administration of grants and planning funds to regional transportation planning agencies (RTPAs) and metropolitan planning organizations (MPOs)

- Represent District Director and Deputy District Director at statewide, regional and sub-regional transportation forums and in negotiations with local agencies regarding programmatic mitigation for impacts to the State highway system. Advocate for the State's interest through local and regional planning and development processes, including the inclusion of projects in applicable RTPA and MPO long-range plans and programming documents, consideration for mitigation of impacts to State highway system, participation in local and regional studies, and participation in competitive funding processes.
- Lead and oversee the development and implementation of district planning documents including the District System Management Plan, transportation corridor concept reports, freight plan, corridor studies, special studies, the system planning database, bicycle master plan, complete streets plan, Regional Concept of Transportation Operations, and Intelligent Transportation Systems (ITS)/Operation Plan. Special emphasis on developing and maintaining strong relationships by coordinating DPLA activities with Maintenance and Traffic Operations; Project and Program Management; Environmental, and other functional areas at both the district and headquarters level.
- Prepare PMP staffing/budget allocation plan and budget sub-allocation proposals, annually. Ensure completion of work-plans, negotiate performance agreements, and monitor expenditures for personal services and operational expense resources controlled by DPLA with the Headquarters Division of Transportation Planning, Mass Transportation, Transportation System Information and Transportation Programming; North Region Project Program Management; and other District 3/North Region functions receiving allocations from DPLA.
- As the District 3 State Transportation Improvement Program (STIP) and Relinquishment Program Advisor, responsible for leading and coordinating the development of the district STIP (including local and regional funding) and relinquishment programs, and assist in the development of the 3-Year Project Initiation Document (PID) Work Program and 10-Year State Highway Operations Protection Program (SHOPP) Plan.
- Act as advocate of livable community, complete streets, and active transportation principles in all work undertaken by the office, including encouraging local agencies to also consider and incorporate livable community, complete streets, and active transportation principles into their planning and project development activities.
- Act as advocate of transit as an alternative mode, including the development by Caltrans and its local partners of supporting transit facilities, land use planning which encourages transit use, and administration of various Mass Transportation Programs.
- Responsible for policy direction and organizational management of other activities which contribute to the Department's mission and goals, including, but not limited to, participation in the California Transportation Plan and other statewide long-range modal plans.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with Caltrans 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 planning or transportation management duties in a class comparable in level of responsibility to Senior Transportation Planner.

Or II

Experience: Five years of responsible experience conducting difficult and complex transportation planning or research projects. One year must have been comparable in level of responsibility to work performed by a Senior Transportation 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: Department's budgeting process. Principles and techniques of selecting outside consultants. Principles and techniques of effective supervision and personnel management. Supervisor's role in safety, health, labor relations and the department's Equal Employment Opportunity Program and the process available to meet these program objectives. Purpose, organization, and policies of Federal, State, regional, and local transportation agencies. Program goals and Caltrans objectives. Principles of supervision and personnel management.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems. Develop and evaluate alternatives. Analyze data and present ideas and information effectively both orally and in writing. Work independently on complex planning projects. Organize and direct the work of a staff engaged in a variety of planning activities. Evaluate and monitor the work of consultants. Communicate effectively with other agencies, the public and the media. Effectively contribute to Caltrans' Safety, Health, Labor Relations, and Equal Employment Opportunity Program objectives. Provide direction of the analysis of transportation and environmental planning studies. Effectively contribute to Caltrans' Equal Employment Opportunity 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) Demonstrated knowledge of and experience with Caltrans' Planning and Modal Programs (e.g., Corridor, System, Regional, and Freight, Local Development Review, Rail, Mass Transportation).
- 2) Demonstrated knowledge and experience with Caltrans' project management, project development, and programming processes.
- 3) Demonstrated broad spectrum of communication skills (written and oral) and ability to initiate, develop and maintain positive relationships.
- 4) Demonstrated knowledge and experience with Caltrans personnel management practices and procedures.
- 5) Demonstrated knowledge of budget processes, workload development and resource management.
- 6) Demonstrated ability to effectively develop and lead multi-disciplinary teams internally and externally.

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: 16MSP13**
- 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 **April 07, 2016**. 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: Alejandra Saldana 16MSP13
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 Alejandra Saldana at (916) 227-5534.

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.