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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 DESIGNATED FOR MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS
(24 MONTHS LIMITED TERM – *MAY BECOME PERMANENT*)**

POSITION TITLE: **PROJECT DELIVERY COORDINATOR**

SALARY: **\$10,192.00 - \$11,578.00**

LOCATION: **HEADQUARTERS - SACRAMENTO**

DIVISION: **DIVISION OF DESIGN**

FINAL FILING DATE: **MAY 9, 2016**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Design, the incumbent acts as a deputy for the Division Chief in implementing all phases of the project development process. The incumbent will have a functional reporting relationship to the Chief, Division of Project Management. The specific duties listed below constitute a framework of responsibilities for the incumbent. However, it is intended that there be considerable flexibility in determining how time should be utilized. This is intended because the needs of district(s) and Headquarters vary from time to time. A large part of the incumbent's time is devoted to major policy issues involving other agency participation and funds, project priorities, costs, schedules and programming, project and route controversies and litigation, alternative studies and courses of action, HOV and other mode considerations, project quality, and deliverability.

- Improve Project Delivery processes and practices. Provide timely technical and procedural advice and assistance to districts in development of transportation projects that are high quality, cost effective, and within programmed allocations and established schedules. Major emphasis shall be placed on ensuring consistent and uniform application of statewide policies, standards, procedures, guidelines and practices. Incumbent shall establish effective working relationship with district staff, approve deviations from mandatory design standards proposed by district and concur in preferred alternative selections, advise District Directors and staff of statewide implications of district proposals, provide interpretation and clarification of Headquarters instructions, policies, standards and practices, and assist the district in resolving issues and gain approval with FHWA regarding design details and standards, federal fund participation, environmental impacts and others as needed. Improves project management processes and practices, (risk, communication, quality, scope, etc.) through participation in improvement efforts.
- Provide advice and assistance to the Division Chief of Design and Project Management in establishing and improving statewide policies, standards, procedures, guidelines and practices. Incumbent shall jointly with other Project Delivery Coordinators and Office Chiefs, and other Department functional management and staff, assist the Division Chiefs in assuring consistent statewide application of current policies, standards and practices, keep Division Chiefs informed of significant problems and issues that arise in the districts and potential areas of improvement in policies, standards, procedures, and practices, and provide independent advice, recommendations, briefings and reports to the Division Chiefs and top Headquarters management on project development and related matters. Reviews, monitors, and recommends approval of Programming Change Requests.
- Serve as the principle Division resource to evaluate and help to improve district performance in project development processes, and serve as principle Project Delivery contact with the Federal Highways Administration (FHWA). Incumbent shall coordinate efforts of district liaisons from Design, Project Management, Environmental, Landscape, Traffic, Structures, and Right of Way to expedite project decisions, and involves other Headquarters functional units as necessary, maintain familiarity with FHWA rules, regulations and policies, and through the use of quality principles, continuously improve the service to our customers.
- Advice and assistance to the Division Chiefs of Design and Project Management shall include attending status meetings, preparing correspondence, issue papers and briefing reports for the public, Legislature, FHWA and management; attending public hearings, and providing analysis and review as required of proposed projects impacting the state highway system. From time to time, the Coordinator could be assigned to focus on a special project or activity for an indeterminate amount of time.
- Liaison and Evaluation shall also include maintaining and/or developing records of district actions for purpose of periodic performance evaluation, and providing advice to both district and headquarters on resolutions of necessity for condemnation, disposal of rights-of-way, relinquishments, freeway agreements, and route adoptions.
- Technical advice and assistance to the districts shall also include participating in project meetings as required, maintaining major involvement in all phases of district development of projects, providing independent reviews and comments on project documents generated by district including procedural, engineering, economic, environmental and policy matters and cost estimates, and serving on Project Development Teams and other special district groups as appropriate.

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.

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 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; Department's affirmative action and labor relations objectives; a manager's role in safety, health, affirmative action 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 the Department's safety, health, affirmative action 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.

STATEMENT OF 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 Caltrans organization, policies and procedures to meet the goal and objectives of Caltran's mission statement and strategic plan with regards to project delivery activities.
2. Ability to facilitate program and project delivery through the use of engineering judgment, and task management and risk management techniques.
3. Interpersonal skills and ability to provide guidance, and coaching for a highly skilled and professional workforce.
4. Ability to apply policies, standards and procedures relative to the management and design of projects on the State Highway System.
5. Ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills on project development matters often on difficult and politically sensitive transportation projects implemented by the Department.
6. Ability to establish and maintain cooperative working relationships with the full range of management levels within the Department; with Federal and State agencies, the private sector and with local agencies; and reaches out to develop congenial relations with Department customers.

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: 16MSP23**
- 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 **May 9, 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 16MSP23
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.