

# M S P



## 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: **OFFICE CHIEF, PROJECT MANAGEMENT APPLICATION SYSTEMS**

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

LOCATION: **SACRAMENTO – DIVISION OF PROJECT MANAGEMENT**

FINAL FILING DATE: **DECEMBER 3, 2015**

### DUTIES/RESPONSIBILITIES

Under the general direction of the Assistant Division Chief, Division of Project Management, a Principal Transportation Engineer, the Office Chief has statewide responsibility for development, coordination, monitoring and maintenance of data and systems used to manage the Capital Outlay Project portfolio and achieve high performance. License requirements for this position are those that are required for the classification.

Duties and activities include, but are not limited to:

- Responsible for the development and maintenance of the Capital Project Delivery Data Systems (XPM, PMCS, EVRS, PMDW). Ensures the health and functionality of the systems. Works with the Office of Program Delivery and Workload to maintain delivery plans for the Districts and the entire Capital Outlay Program. Provides data to others relative to projects in the Delivery Plan. Maintains existing data systems and works with other offices within the division and Division of Programming, Division of Accounting on development of new systems or coordination between

**Supervising Transportation Engineer  
GJ60 – 3155 – 15MSP55**

**Final File Date: December 3, 2015  
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Department of Transportation**

systems. Leads, monitors and evaluates district efforts to update project databases. Identifies training needs and collaborates on the development and delivery of training.

- Develops standard reports, ad hoc reports, data quality and error reports, etc. for use by District and Headquarters' personnel.
- Hire, develop, and supervise staff. Plan, organize, direct, and monitor skills to achieve organizational objectives. Schedule work assignments, establish priorities, and delegate work of staff making adjustments, as necessary, due to changing priorities.
- Establish, communicate, assess, and evaluate job performance standards and expectations according to policies and procedures and effectively communicate to staff the expectations, knowledge, skills and abilities required.
- Coordinates activities between headquarters, district and engineering service center Project Management Support Units (PMSU). In collaboration with the Project Management Board, provides leadership on the roles and responsibilities of the PMSU.
- Responsible for researching, developing, recommending and implementing improvements to current project delivery policies, business practices, memorandum, manuals and other guidance documents.
- Coordinates with Information Technology and negotiates Service Level Agreements.
- Represents project management on business process improvement teams.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with Caltrans and meet the following qualifications by the final filing 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 equal employment opportunity and labor relations objectives. A manager's role in safety, health, equal employment opportunity 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, equal employment 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 of Caltrans organization, policies and procedures to meet the goals and objectives of Caltrans' mission statement and strategic plan with regards to project delivery activities.
2. Experience and background, equivalent in responsibility to a senior level engineer or above, in project management and project delivery principles and processes.
3. Knowledge of processes and data systems related to project capital and capital outlay support scheduling and budgeting.
4. Ability to develop and maintain project data systems and coordinate with stakeholders to prioritize and implement needed improvements.
5. Ability to provide informative and concise reports from various data systems.
6. Interpersonal skills and ability to provide guidance, and coaching for a highly skilled and professional workforce.
7. Ability to effectively apply logic and creativity in decision making processes.
8. Ability to establish and maintain cooperative working relationships with the full range of management levels within Caltrans, with Federal and State agencies, the private sector and with local agencies.

## 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: 15MSP55**
- 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 **December 3, 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 15MSP55  
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 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.*