

Rail Transportation Series

California State Personnel Board Specification

Series established September 3, 1981

Scope

This series specification describes four Rail Transportation classes used in the California Department of Transportation (CALTRANS).

Schem Code	Class Code	Class
JX68	3189	Rail Transportation Assistant
JX66	3188	Rail Transportation Associate
JX64	3191	Rail Transportation Manager I
JX62	3193	Rail Transportation Manager II

Rail Transportation Series Specification - Class Titles and Codes

Definition of Series

The Rail Transportation series describes work that pertains to the planning, funding, implementing, marketing, inspecting, and monitoring of rail passenger service involving rolling stock, passenger intermodal facilities, stations, maintenance facilities, tracks, signal systems, abandonments, schedules, and terminal administration.

Rail Transportation Assistants, Associates, and Managers may propose, develop, implement, maintain, and improve intercity and commuter rail service by establishing performance and maintenance standards, fare structures, and schedules; defining needs and recommending effective courses of action; identifying the need for, type, and sources of equipment; evaluating track conditions and proposing improvements as necessary; proposing signal modifications; recommending the correction of hazardous operating conditions on rail carriers; marketing rail, connecting bus, and feeder bus services; initiating and conducting negotiations with carrier management for the purpose of improving the coordination of freight and passenger service; performing cost-benefit analyses; establishing and maintaining liaison with carrier management, Federal authorities, State and regional agencies, civic organizations, and others involved with or interested in rail passenger service; advising and assisting in the procurement of financial assistance; preparing reports and exhibits; addressing audiences and dictating correspondence.

Factors Affecting Position Allocation

Size, scope, diversity, level, and technical complexity of a project or program; difficulty of assignments; independence of action; degree of administrative and supervising responsibilities; the nature of public and governmental contacts; program and policy formulation and implementation responsibilities.

Definition of Levels

Rail Transportation Assistant

This is the primary recruiting, developmental, and first working level. Initially, incumbents become conversant with the railroad standard code of operating rules and the Federal Railway Administration (FRA) track safety and equipment standards. Under supervision, in a learner capacity, incumbents perform the more elementary and less responsible rail-related activities. As knowledge and skills are developed, incumbents perform rail transportation work of average difficulty and assist in the following activities: conducting field surveys and

investigations, usually pertaining to operations such as on-time performance, courtesy of train crews to passengers, neat appearance of train crews; evaluating operating and nonoperating practices; identifying potential track and equipment problems; assembling data such as ridership statistics for the preparation of reports, documents, and exhibits; and doing other related work.

Rail Transportation Associate

This is the full journey person level for this series. Incumbents at this level may work independently or in a lead capacity. Under direction, incumbents are typically given difficult assignments and have comparable responsibilities in a field assignment and/or in a headquarters staff support capacity. In a field or district assignment, persons at this level have limited responsibility for rail program activities such as passenger services and operations in a particular geographic location. They may conduct field surveys and investigations pertaining to the condition of roadbed, track, and equipment and fixed facilities (buildings, signals, bridges, stations). In a headquarters staff support capacity, incumbents work independently or with others to do complex studies such as cost-benefit analysis, fare structure, ticketing (distribution and collection), and schedules or to have responsible charge of a segment of the Department's ongoing activities related to railroad such as marketing of services, reviewing operating rules and practices, and doing other related work.

Rail Transportation Manager I

This is the first supervisory level for this series. It may also be a specialist level. Under direction, incumbents are assigned field or headquarters staff support responsibilities. In a field assignment, persons at this level have responsibility for rail program activities in a region or district such as improvement of signaling to allow for faster movement of trains, scheduling improvements, and recommending capital programs for track, equipment, and fixed facilities. They may provide technical assistance to local agencies in the planning, development, and operation of rail services or perform the more difficult field work involved in the promotion, development, and improvement of railroads and rail service in California; and perform other related work.

Rail Transportation Manager II

This is the program coordinator/project manager level. Under general direction, incumbents may be responsible for planning, organizing, coordinating, and directing one or more major components of the rail program; supervising project work, usually of statewide significance; or performing the most complex, independent, special studies in a staff capacity concerning a particular element of or project in the rail program. As a project manager, the Rail Transportation Manager II has line supervisory responsibilities. This individual may chair a task force or use field/headquarters staff to resolve a problem or an aspect thereof. Incumbents at this level participate in the formulation of railroad operational policy and perform other related work.

Minimum Qualifications

Rail Transportation Assistant

EITHER I

Education: Equivalent to graduation from college with any major but preferably with specialization in Transportation Planning, Urban Studies, Civil Engineering, Regional Planning, or a related field. (Registration as a senior will admit applicants to the examination, but they must produce evidence of graduation before they can be considered eligible for appointment.) (Additional qualifying experience in national, State, or regional transportation with an emphasis on railroad planning, transit development, operations or other related areas, or experience as a rail yardmaster, conductor, engineer, yard foreman, or a chief yard clerk, may be substituted for up to two years of the required education with one year of experience being equivalent to one academic year of college.)

OR II

One year of experience performing duties comparable to a Management Services Technician, Range B, or Caltrans Administrative Technician, Range B, and 12 semester units (or equivalent quarter units) of college credit. These units must be comprised of course work in English, college math, or statistics or any combination of these subjects.

Rail Transportation Associate

EITHER I

One year of experience in the California state service performing duties of a Rail Transportation Assistant, Range C.

OR II

Experience: Either

1. Three years of responsible experience in national, State, or regional transportation and/or transit with at least one year of experience in railroad or rail transit system planning, development, operations, or other areas of railroad or rail transit system expertise. (Experience in the California state service must include at least one year performing duties at a level comparable to Rail Transportation Assistant, Range C.) or
2. Three years of experience equivalent to that of a trainmaster, road foreman of engines, roadmaster, signal supervisor, assistant master mechanic, or chief dispatcher. and Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

Rail Transportation Manager I

EITHER I

One year of experience in California state service performing the duties of a Rail Transportation Associate.

OR II

Experience: Either

1. Four years of responsible experience in national, State, or regional transportation planning and/or transit with at least one year of experience in railroad or rail transit system planning, development, operations, or other areas of railroad or rail transit system expertise. (Experience in California state service must include one year performing duties equivalent to Rail Transportation Associate.) or
2. Three years of experience with a railroad or rail transit system as an assistant general manager, assistant division superintendent, or master mechanic or at an equivalent or higher level of responsibility. and Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

Rail Transportation Manager II

EITHER I

One year of experience in the California state service performing the duties of a Rail Transportation Manager I.

OR II

Experience: Either

1. Three years of experience with a railroad or rail transit system as a general manager, division superintendent, or maintenance regional manager or at an equivalent or higher level of responsibility. or
2. Four years of responsible experience in national, State, or regional transportation and/or transit with at least two years of experience in railroad or rail transit system planning, development, operations, or other areas of railroad or rail transit system expertise. (Experience in California state service must include one year performing duties equivalent to Rail Transportation Manager I.) or
3. Four years of experience with a railroad or rail transit system as an assistant general manager, assistant division superintendent, or master mechanic or at an equivalent level of responsibility with at least one year of specialization in passenger commute or urban rail service. and Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

Knowledge and Abilities

Rail Transportation Assistant

Knowledge of: History of the railroad industry; current trends in intercity, commuter, and urban passenger rail transportation; and familiarity with State and Federal rail transportation regulatory agencies and their functions.

Ability to: Gather, compile, analyze, and interpret data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems; develop and evaluate alternatives; present ideas effectively; work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with those contacted during the course of the work.

Rail Transportation Associate

Knowledge of: Basic principles and problems of freight, intercity passenger, commuter, and urban rail operations; current social, political, and economic trends and development related to freight, intercity passenger, commuter, and urban rail operations; principles and methods of consultation; principles and practices in the organization and administration of an intercity passenger, commuter, or urban rail program; familiarity with all applicable laws, rules, and regulations of the railroads; and public relations principles and methods.

Ability to: Perform all of the above; consult with governmental agencies and the railroad sector; stimulate community participation in railroad transportation programs and services; prepare clear and concise reports; and analyze situations accurately and take effective action.

Rail Transportation Manager I

Knowledge of: All of the above, and principles and practices in the planning and development of an intercity passenger, commuter, and urban rail program; minimum maintenance schedules and typical repair problems associated with various types of railroad equipment; administration of California financial aid to rail service; railroad labor agreements and work rules; railroad cost accounting; and general principles of the operation of State, county, city, and special districts in the California rail industry and Federal Government; principles of supervision and management of personnel; principles of project management; the Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives; and the Department's health, safety, and labor relations programs.

Ability to: Perform all of the above, and identify the need for and provide creative solutions to resolve complex rail problems such as establishing and handling contract negotiations for passenger services; establish a spirit of cooperation and maintain effective working relationships with rail management and persons or agencies involved with or interested in rail programs.

Rail Transportation Manager II

Knowledge of: All of the above, and principles and trends in rail transportation; public and business administration; principles of effective personnel management and supervision; and principles of program budgeting.

Ability to: Perform all the above, and plan, organize, and direct the work of staff engaged in railroad operations or staff activities; identify the need for and provide creative solutions to resolve the most complex railroad problems such as negotiating and resolving problem areas in contracts; plan and recommend budgeting for the division's program goals.

Additional Desirable Qualifications

All Levels:

Cooperative attitude; initiative, demonstrated interest in, and enthusiasm for the development of rail transportation; willingness to travel throughout the State; tact; neat personal appearance; and willingness to accept assignments.

Awareness and sensitivity to social, economic, and environmental factors which affect railroad transportation; ability to delegate responsibility to others; establish and maintain cooperative relationships with others.

Class History

Class	Date Established	Date Revised	Title Changed
Rail Transportation Assistant	06/11/1992	--	--
Rail Transportation Associate	09/03/1981	06/11/1992	06/11/1992
Rail Transportation Manager I	09/03/1981	06/11/1992	06/11/1992
Rail Transportation Manager II	09/03/1981	06/11/1992	06/11/1992
Rail Transportation Series History - Dates Established, Revised, and Title Changed			

Updated 6/3/2012