

CEA



CAREER EXECUTIVE ASSIGNMENT

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.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: TRANSPORTATION

POSITION TITLE: CHIEF, DIVISION OF RAIL AND MASS TRANSPORTATION

LEVEL: CEA B (Salary Range \$8,766-\$10,442)

* An appointment salary higher than the maximum range for a CEA B may be supported by the Department.

LOCATION: HEADQUARTERS - SACRAMENTO

BULLETIN RELEASE DATE: JANUARY 9, 2015

FINAL FILING DATE: FEBRUARY 2, 2015

CEA NUMBER: 14CEA18

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy Director, Planning and Modal Programs, the incumbent plans, organizes and manages the Department's Rail and Mass Transportation programs that include State and federal grant programs; Public Transportation Modernization; Improvement and Service Enhancement Account (PTMISEA); administrative and budget activities; administration and oversight of the three State-funded intercity passenger rail routes in California as well as the administration of the procurement of rail equipment and transit vehicles; and special funding programs. The incumbent provides the oversight for the Department's activities association with High Speed Rail - network integration, the Low Carbon Transit Operations Program, and the Transit and Intercity Rail Program. The incumbent holds a significant level of responsibility and addresses complex and sensitive issues.

Responsibilities include:

- Directs and coordinates the development, evaluation and implementation of policies for rail and mass transportation programs and projects. Additionally, develops policies to implement and monitor compliance with state and federal requirements relating to rail and mass transportation.
- Provides direction for the administration of state and federal grant programs and the technical assistance to rail and transit agencies and organizations responsible for rail and public transportation services.
- Provides direction for rail/transit network integration including the High Speed Rail Blended System as well as transit connectivity activities and rail planning efforts including the development of the California State Rail Plan.
- Provides direction for the development and implementation of the Low Carbon Transit Operations Program and the Transit and Intercity Rail Program.
- Provides oversight for the administration of the State-funded intercity passenger rail routes in California including the operations and marketing for this effort.
- Advises Department's management on key events and issues affecting rail and public transportation in California. Works with the Districts and other headquarters programs to provide functional guidance to Department staff working on rail and mass transportation projects and programs to promote an integrated, multi-modal transportation system.
- Represents the Department on rail and mass transportation matters before the Legislature, state and national boards, commissions, and committees as requested by the Department's Executive Management.
- Represents the Department with local, state and federal agencies, Amtrak, local rail and transit operators, industry representatives, special interest groups, and the public on the full range of complex issues related to the Rail and Mass Transportation programs.
- Respond to inquiries from the Governor's office, legislators, public agencies and the public. Identifies critical research needs regarding rail and mass transportation in California.
- Responsible for the administration of the Division's budget, organization structure, hiring practices, management control systems and performance measures. Provides oversight for budget activities including budget change proposals.
- Administers the approved budget for the rail and mass transportation program, federal, state, and local assistance programs, including Transportation Development Act funds for local transit services.

- Works with the Districts and other headquarters programs to provide functional guidance to Department staff working on rail and mass transportation projects and programs to promote an integrated, multi-modal transportation system.
- Identifies critical research needs and works with the Department's Division of Research, Innovation and System Integration, the American Public Transportation Association (APTA), American Associate of State Highway Transportation Officials (AASHTO) and the Transportation Research Board.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; Caltrans Equal Employment Opportunity (EEO) Program objectives; and a manager's role in the EEO Program.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and

review reports; and effectively contribute to Caltrans Equal Employment Opportunity objectives.

These abilities and knowledge are expected to be obtained from broad administration or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated based on the candidate's demonstrated:

- Broad and comprehensive knowledge of Caltrans' roles and responsibilities and familiarity with federal and state regulations that apply to and impact Caltrans' Rail and Mass Transportation programs.
- Knowledge of budget and contract development and administration.
- Ability to work cooperatively with and build partnerships internally among Caltrans' management and with Caltrans' partners, such as local, state and federal agencies, Amtrak, local rail and transit operators, industry representatives, and special interest groups.
- Ability to exercise leadership to motivate and inspire supervisors and staff to accomplish organizational goals and objectives.
- Ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.
- Spectrum of interpersonal communication skills (oral and written) that are necessary to address a variety of internal and external issues; ability to accomplish organizational goals and analyze personnel and politically sensitive problems and issues.
- Knowledge of organizational and policy issues facing Caltrans, including the merger of the Divisions of Rail and Mass Transportation, implementation of the High Speed Rail Blended System, establishment of the Transit and Intercity Rail Program, and the current responses to such issues.
- Ability to develop and implement organizational changes, improvements, and innovations.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA B, Chief, Division of Rail and Mass Transportation** with Caltrans. Applications will be retained for twelve months.

The examination will consist of a review of each candidate's application and Statement of Qualifications. The minimum and desirable qualifications listed on the bulletin will be used as the evaluation criteria to screen applications. It is critical that each applicant include specific information on how his/her background and knowledge and abilities meet the minimum and desirable qualifications. Only the most qualified candidates may be scheduled for an interview.

FILING INSTRUCTIONS

All interested applicants must submit:

- A completed standard original State application (Form 678) with civil service titles and dates of experience.
- The Statement of Qualifications is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The statement should be no more than two (2) pages in length.
- Resumes are optional and DO NOT take the place of the Statement of Qualifications.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

The application and Statement of Qualifications are to be submitted to:

Department of Transportation
Division of Human Resources, MS #90
Attn: Liz Ochoa (14CEA18)
P.O. Box 168037
Sacramento, CA 95816-8037

Or

Department of Transportation
Division of Human Resources, MS #90
1727 – 30th Street
Sacramento, CA 95816-8037

Or via email: CEA MSPExams@dot.ca.gov

Application and Statement of Qualifications must be received or postmarked by 5:00 p.m. on **FEBRUARY 2, 2015**. Interagency mail received after this date will not be accepted.

Application packets may be emailed to the above address to ensure delivery prior to the final filing date.

Questions regarding this examination should be directed to: Liz Ochoa at (916) 227-7466.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

Caltrans reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the State application (Form 678). You will be contacted to make specific arrangements.