

# CEA



## CAREER EXECUTIVE ASSIGNMENT

The Department 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. TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857.

### EXAMINATION ANNOUNCEMENT

**DEPARTMENT:** TRANSPORTATION

**POSITION TITLE:** DEPUTY DISTRICT DIRECTOR, ADMINISTRATION  
(San Bernardino and Riverside counties)

**LEVEL:** CEA A  
(Salary Range \$6,296 to \$9,051)

**LOCATION:** DISTRICT 8

**BULLETIN RELEASE DATE:** DECEMBER 23, 2014

**FINAL FILING DATE:** JANUARY 20, 2015

**CEA NUMBER:** 15CEA01

### DUTIES/RESPONSIBILITIES

Under the general direction of the District 8 Director, the Deputy District Director is responsible for all activities relating to the Administration programs in the District. The incumbent develops and implements policies for the Office of Budgets; External Affairs; Facilities & Business Management; and Legal Support.

Responsibilities include:

- Serves as the District Director's Chief of Staff and as the primary policy advisor to the District Director on matters pertaining to the business functions of the District (i.e., overall resource management, cost efficiencies, policy communication, quality control of administrative support, and overall staff development).
- Develops the short and long-term policies and strategic plan relative to all facets of administration programs within the District.
- Establishes division program level action plans that include Caltrans goals, strategic objectives, strategies, and performance measures.
- Resolves with the District Director highly sensitive issues that may involve resource distribution and personnel matters internal to the District and/or other transportation entities, local elected officials and the public.

- Establishes district's policy, procedure and evaluation criteria that ensure district's resource management activities are performed within Caltrans' policy direction and program goals.
- Develops budget plan and systems to manage operation expenses and personnel years for the District. Monitors performance and ensures resource expenditures remain within allocations while meeting program objectives.
- Provides management of facilities and real property assets for the District.
- Responsible for planning and managing Public Affairs, Public Awareness and Safety Programs for the District and community outreach with local officials, business community representatives and minority advisory groups.
- Actively participates as a member of the District's executive management team and contributes toward the strategic planning and leadership of the District's overall program.
- Advises the District Director, Deputy District Directors and other managers on highly sensitive, disciplinary, discrimination and labor relation issues.

## MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

### Either I

Must be a civil service employee with permanent civil service status or who previously had permanent status in the state civil service.

### Or II

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

### Or III

Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 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 Section 18991.

## KNOWLEDGE AND ABILITIES

In addition to 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 the Department's or Agency's Equal Employment Opportunity objectives.

These abilities and knowledge are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution 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

Experience in positions at the Staff Services Manager (SSM) II level or higher that developed the following qualifications:

- Must be knowledgeable in budget and contract development and administration.
- Must be familiar with federal and state regulations that apply to and impact the administrative work of Caltrans and Caltrans' mission, goals, programs, and policies.
- Must have the ability to supervise a multi-disciplinary professional staff; participate in public forums; represent Caltrans in external affairs matters; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Demonstrated ability to develop and implement organizational improvements or innovations.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.
- Possess excellent oral and written communication skills.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

### 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 **District 8, Deputy District Director of Administration**, with the Department of Transportation. 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. Therefore, 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: Barbara White (15CEA01)  
Farmers Market III, 6<sup>th</sup> Floor, P.O. Box 168037  
1727 – 30<sup>th</sup> Street, MS #90  
Sacramento, CA 95816-8037

Or via email: [CEA MSPexams@dot.ca.gov](mailto:CEA MSPexams@dot.ca.gov)

Application and Statement of Qualifications must be received or postmarked by 5:00 p.m. on January 20, 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: Barbara White at (916) 227-7513.

## 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.

The Department of Transportation 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
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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.