

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 CONSTRUCTION
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: APRIL 15, 2015
FINAL FILING DATE: MAY 6, 2015
CEA NUMBER: 15CEA04

DUTIES/RESPONSIBILITIES

Under the general direction of the Project Delivery Deputy Director, Chief Engineer, the incumbent has full responsibility for the Division of Construction. The incumbent establishes policies, goals, objectives, and standards so that Caltrans' construction program can achieve desired outcomes. Responsibilities include:

- Develops and implements policies and procedures related to construction contract administration and engineering.
- Collaborates with other divisions in guidance development as appropriate.
- Establishes Construction Division goals, objectives and performance measures responsive to Caltrans' Strategic Plan.
- Monitors performance and takes corrective action when necessary.
- Partners with internal and external stakeholders to develop and implement initiatives responsive to Caltrans' Strategic Plan.
- Formulates direction and leads complex transportation program initiatives.

- Conducts reviews and evaluates construction contract administration and engineering activities on a statewide basis such as; storm water management, small business utilization, construction claims management, construction safety, materials quality and capital outlay support resource utilization.
- Represents Caltrans on committees and task forces, and in meetings with elected officials, local agencies and the public concerning its construction program.
- Represents Caltrans in public forums relative to construction matters and for maintaining effective working relationships with Caltrans' districts and divisions.
- Fully participates as a member and assumes leadership roles as appropriate on internal committees such as the Project Delivery Advisory Council (PDAC), Project Delivery Board (PDB) and Construction Management Board (CMB).
- Represents Caltrans, provides leadership, and furthers objectives with committees and organizations such as the Associated General Contractors (AGC)/Caltrans Liaison Committee, the United Contractor (UCON)/Southern California Contractor's Association (SCCA)/Caltrans Meeting and the Small Business Council (SBC).
- Leads Caltrans' Construction Partnering Program.
- Responsible for national engagement with transportation organizations such as the American Association of State Highway Transportation Officials (AASHTO), Subcommittee on Construction.
- Provides input and leadership to national standards and initiatives that further Caltrans' mission and vision.
- Responsible for complex construction contract dispute resolution and is Caltrans' representative to the Public Works Contract Arbitration Program administered through the Office of Administrative Hearings.
- Organizes and leads the work and staff of the Construction Division, directs and evaluates the performance of subordinate managers, and establishes management control systems and performance targets.
- Advises the Chief Engineer on the full range of issues related to Caltrans' construction program. When requested, acts on behalf of the Chief Engineer on all matters related to Caltrans' Project Delivery program.

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:

- Knowledge of Caltrans' mission, vision, goals, and strategic plan relative to construction program activities.
- Supervisory experience in an executive capacity.
- Knowledge in managing the application of state and federal project laws and regulations relative to the construction of the state highway system.
- Broad and comprehensive knowledge of Caltrans' transportation roles and responsibilities.
- Ability in the management of large budgets; administration of large organizations; and setting performance measures to assure accountability.
- Knowledge of federal and state regulations that apply to and impact the work of the Caltrans and Caltrans' mission, goals, programs, and policies.
- Ability to supervise a multi-disciplinary professional staff, participate in public forums, represent Caltrans in advanced transportation systems matters, and serve in a consulting and coordinating capacity with other Caltrans functional areas.
- Ability to develop and maintain performance measures.

- Ability to effectively apply logic and creativity in decision making processes, and successful application of motivational and negotiating skills.
- Exemplary oral and written communication skills.
- Possession of a valid certificate of registration as a civil, mechanical, or electrical engineer issued by the California State Board of Registration for Professional Engineers.

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 Construction** 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: Leslie Mazzeo (15CEA04)
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 **May 6, 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: Leslie Mazzeo at (916) 227-4176.

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.