

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 RIGHT OF WAY and LAND SURVEYS

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

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CEA NUMBER: 15CEA06

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy Director Project Delivery, Division Chief is responsible for management of headquarters Right of Way and Land Surveys functions including Appraisals, Acquisitions, Relocation Assistance, Utilities Relocation, Excess Land, Property Management, Airspace, Planning and Management, Operations Research and Special Projects, and Land Surveys. Serves as the statewide Chief Right of Way and Land Surveys manager and provides leadership over all Right of Way and Land Surveys operations statewide. Duties include establishing product and service standards and procedures in coordination with District Directors; establishes policies and procedures; assures compliance with departmental and federal regulations, policies and procedures; recommends statewide staffing levels and budgeting levels; approves specific actions or decisions of non-subordinate managers as delegated by the Director under Executive Order.

Responsibilities include:

- Responsible for the overall leadership and management of the Division of Right of Way and Land Surveys. This includes the planning, organizing, directing and coordinating the work of multidisciplinary professional and administrative staff within the Division regarding the Division's Right of Way and Land Survey duties, as well as other Project Delivery activities. Specific areas include: Right of Way Railroads and Utilities; Appraisals; Coordination with Local Agency/Partner Programs; Real Property Services; Planning and Management; Project Coordination; and Land Surveys.
- Oversees the establishment and implementation of performance measures, as well as the strategic direction and strategic plan for the Division. Implements the Department's mission, vision, and goals, and ensures that the Division is meeting all of its statutory requirements, agreements with local agencies and partners, and any other commitments to internal and external stakeholders. Responsible for the overall development, distribution, maintenance, and administration of the Department's policies, procedures, performance and quality standards, and manuals relating to the statewide Right of Way and Land Surveys program activities. Ensures, that the Division's policies and procedures are in compliance with applicable local, state, and federal laws and standards.
- Responsible for the on-time and on-cost delivery of Right of Way and Land Surveys products and services in the Project Delivery Portfolio of Capital Projects. The incumbent must use their extensive technical experience to ensure that the products and services delivered by the Division are timely, on-cost, and of the highest quality. This includes regular monitoring and adjusting of the Division's operating and personnel expenditures. This process also requires gaining the confidence and support of top level administrators and developing cooperative working relationships with representative of all levels of government, the public, the Legislature, and the Legislative Analysts' Office.
- Advises the Chief Engineer, Deputy Directors, and the Director of Caltrans on issues pertaining to the Department's Right of Way and Land Surveying activities.
- Responsible for the development, delivery, approval, and management of the Right of Way Capital Plan.
- Represent the Division before the California Transportation Commission, Legislature, and other external stakeholders, on Right of Way and Land Surveys issues and policies. The frequency and volume of these appearances vary, and the incumbent must be prepared to represent the Division on short notice.
- Interacts with the Right of Way and Land Surveys District/Region Chiefs, District Directors, corporate Program Managers, the Directorate, Business Transportation and Housing Agency, and other government and private industry representatives to obtain support in achieving program goals. Also, chairs the Right of Way and Land Surveys boards.
- The Division Chief has the overall responsibility to ensure that Division resources are identified, budgeted and appropriately expended.

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 or Agency's 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 or Agency's 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:

- Breadth and depth of experience in planning, developing, administering and managing a large, complex, financially constrained and politically sensitive program such as Right of Way and Land Surveys.
- Effectiveness as a manager leading a diverse, multi-disciplinary staff, especially during times of organizational and strategic change.
- Knowledge of, and ability to interpret, laws and regulations, in the development and implementation of effective policies and practices related to the Right of Way or Land Surveys.
- Ability to establish and maintain cooperative working relationships and resolve conflicts with the full range of Department customers and stakeholders, both internal and external to the Department.
- Ability to act independently and as part of a team, and to manage and organize work priorities.
- Ability and breadth and extent of experience in making clear and convincing presentations, representing and speaking for the organization and preparing written reports.

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 Right of Way and Land Surveys**, 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 State application and Statement of Qualifications are to be submitted to:

Department of Transportation
Division of Human Resources
Attn: Liz Ochoa (15CEA06)
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 5, 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.

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

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.