

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 PROGRAMMING
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: JULY 06, 2015
FINAL FILING DATE: JULY 27, 2015
CEA NUMBER: 15CEA12

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief Financial Officer, the incumbent has full responsibility for all functions and activities statewide for the Division of Programming.

Responsibilities include:

- Develops and Implements policies and evaluates effectiveness of operations statewide for the Division of Programming (Federal Transportation Management Program; State Highway Operation & Protection (SHOPP); California Transportation Commission (CTC) Liaison; Capital Improvement Programming; and Systems & Resource Administration).
- Develops and implements statewide transportation goals, policies, and regulations in setting priorities for funding projects envisioned in long range transportation plans and committing revenues to those improvements over multi-year periods.

- Provides the strategic direction of the Programming Division. The incumbent provides policy direction on operating procedures, implementation of programs, and management techniques impacting the goals and objectives of the Division strategic plan.
- Oversees the development and implementation of Program Level Action Plans that include the Department's goals, strategic objectives, strategies, and performance measures applicable to the program.
- Serves as the link between the Division of Planning, Budgets and Project Development. Develops the Department's capital outlay programs (Statewide Transportation Improvement Program (STIP); SHOPP; and Federal STIP) and advises the management of the Department's Minor Program and provides liaison to the CTC.
- Represents the Department before boards, commissions and committees when requested by the Deputy Director or Director/Chief Deputy Director.
- Represents the Department as a member of associations, boards and committees as assigned by the Deputy Director or Director/Chief Deputy Director.
- Advises the Deputy Director on the full range of complex issues related to the Programming Division. Advises the Deputy Director on key events and proposed changes for transportation program goals, policies, regulations, programming, plans, capital budgets and legislation.

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; the Department's 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 the Department's 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

Experience in positions at the Supervising Transportation Engineer level or higher which developed the following qualifications:

- Familiarity of federal and state regulations that apply to and impact the work of 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 departmental functional areas statewide.
- Excellent oral and written communication skills.
- Demonstrated ability to provide new perspectives and/or develop and implement new initiatives.
- Experience that demonstrates the ability to effectively plan, organize, and balance multiple and conflicting priorities to achieve the highest-level outcomes for the organization, resolve operational issues, and develop timely and economical solutions.
- Must have knowledge of Caltrans' goals, objectives, policy direction, and functions under his/her supervision. Must have command of the principles and practices involved in project management, project development, capital budgeting, and program development processes in Caltrans.
- Demonstrated ability to direct the work of a large organization in conformance with Caltrans goals and policies, prepare and effectively review comprehensive reports on various aspects of the work, set performance measures to ensure accountability, and adopt effective courses of action and ensure such action occurs.
- Maintains positive relations with local, state, and federal government agencies, elected officials, private organizations, and individuals in order to balance State transportation matters with local activities and plans.

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 Programming**, 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.
- Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

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,
Attn: Ashley McGuckin (**15CEA12**)
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 **JULY 27, 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: Ashley McGuckin at (916) 227-7850.

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.