California Transportation Commission 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 – *PENDING CONTROL AGENCY APPROVAL*

DEPARTMENT:	CALIFORNIA TRANSPORTATION COMMISSION (Commission)
POSITION TITLE:	DEPUTY DIRECTOR, ROAD USAGE CHARGE PILOT PROGRAM
LEVEL:	CEA B (Salary Range $8,985-$10,703)
LOCATION:	SACRAMENTO
BULLETIN RELEASE DATE:	SEPTEMBER 22, 2015
FINAL FILING DATE:	OPEN UNTIL FILLED
CEA NUMBER:	15CEA13

DUTIES/RESPONSIBILITIES

Under the general direction of the Commission's Executive Director and Chief Deputy Director, the CEA B, Deputy Director for the Road Usage Charge Pilot Program, is responsible for carrying out the statutory requirements specified in Senate Bill (SB) 1077. As the principal advisor to the Commission's Executive Management and the 15 member Road Charge Technical Advisory Committee (Committee), the Deputy Director is responsible for all aspects of supporting the Committee.

Responsibilities include:

- Formulates policy recommendations for and providing overall support to the Committee.
- Serves as key policy advisor to the Committee, the Commission, and the Commission's Executive Director and Chief Deputy Director on the development and deployment of the Road Usage Charge pilot program.
- Working with the Committee and the California Department of Transportation (Department), prepares, coordinates, formulates, oversees, advises and presents information and recommendations to guide the design and evaluation of a pilot program to assess the potential for mileage-based revenue collection for California's roads and highways as an alternative to the gas tax system. Uses his/her knowledge

to develop policies to ensure that the Road Usage Charge pilot program design addresses the statutory requirements set forth in Senate Bill 1077 (2014, DeSaulnier).

- Ensures that the Committee is advised and considers factors including, but not limited to, methods for recording and reporting highway use, data security, privacy, administrative and other costs, enforcement/compliance, etc., when developing and finalizing its pilot program design recommendations.
- Coordinates and assists the Committee in seeking/obtaining public input and consulting with highway users and transportation stakeholders, including representatives of vehicle users, vehicle manufacturers, and fuel distributors.
- In collaboration with the Department, facilitates experts necessary to ensure the Committee is properly advised on the technical and other aspects of road usage charging including coordination of a diverse stakeholder workgroup of representatives from the petroleum, electric vehicle, ridesharing, highway users, and other industries.
- Based on actions of the Committee, prepares, presents, and recommends a written report for the Committee's approval to provide input to the California Transportation Agency (CalSTA) Secretary on the design of and evaluation criteria for a pilot program to test alternative road usage charge approaches.
- Presents and advises the Commission at its meetings on the progress and decisions of the Committee.
- Working with the Department, monitors and reviews the program to report and advise the Committee and Commission as to the progress and outcomes of the program.
- Based on the CalSTA pilot program report, advises, formulates and presents policy recommendations to the Committee and seeks Committee input on the results of the pilot program.
- Based on input of the Committee, advises, formulates and presents recommendations to the Commission regarding the pilot program for inclusion in the Commission's annual report to the Legislature.
- Oversees Commission staff and its consultant(s) for purposes of carrying out assigned duties and responsibilities. Supervises all activities supporting the Committee including, but not limited to, securing meeting facilities; arranging and compensating Committee member travel; developing and/or presenting Committee meeting agendas, speakers, briefing materials, meeting presentations and materials; arranging and staffing public forums, speaking engagements, and briefings; developing presentation and other materials; and facilitating and/or seeking public input.
- Works with the Department staff and Department consultants, as requested by the Commission to carry out the responsibilities of the Committee.
- Prepares, provides and/or presents oral and written testimony and presentations on the statutory responsibilities and decisions of the Committee.
- Serves as the media contact for the Committee and coordinates press inquiries, legislative briefings, and other similar requests.

- Ensures Commission's website and other communication materials are comprehensive, well-written, and technically accurate. Prepares materials and coordinates meetings for Committee, Commission, and others for purposes of disseminating the work of the Committee and gathering public input.
- Ensures compliance with the Bagley Keene Open Meetings Act in coordinating and facilitating the work of the Committee and Commission.
- Represents the Committee and Commission at various meetings with Federal, State, Local government, special interest groups, legislative staff, non-profit organizations, private industry and other transportation stakeholders.

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 Commission'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 Commission'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

- Strong leadership and management team experience demonstrating an ability to create clear vision, set goals and expectations, encourage leadership and initiative at all levels; use sound judgment in managing complex problems.
- Demonstrated ability to effectively plan, organize, and balance multiple and conflicting priorities to achieve the highest-level outcomes for an organization, resolve operational issues, and develop timely and economical solutions.
- Demonstrated knowledge of transportation finance and allocation formulae.
- Demonstrated ability to supervise a multi-disciplinary professional staff, participate in public forums; represent an organization in advanced transportation financial policy matters; and serve in a consulting and coordinating capacity with other state, regional, local, private and other stakeholders.
- Demonstrated ability to effectively apply logic and creativity in decision making processes and successful application of motivation and negotiating skills.
- Demonstrated ability to provide new perspectives and/or develop and implement new initiatives.
- Excellent oral and written communication skills, including the ability to write and present comprehensive reports.
- Ability to develop and present statewide transportation policy recommendations.

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, Deputy Director, Road Usage Charge Pilot Program**, with the California Transportation Commission. 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: Liz Ochoa (**15CEA13**)
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 14, 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 Commission 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.