

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 – PENDING CONTROL AGENCY APPROVAL

DEPARTMENT: TRANSPORTATION
POSITION TITLE: ROAD CHARGE PROGRAM MANAGER
LEVEL: CEA B (Salary Range \$8,766- \$10,442)
LOCATION: HEADQUARTERS - SACRAMENTO
BULLETIN RELEASE DATE: JUNE 30, 2015
FINAL FILING DATE: JULY 21, 2015
CEA NUMBER: 15CEA14

DUTIES/RESPONSIBILITIES

Under direction of the Chief Financial Officer, the incumbent serves as the program manager of the Road Usage Charge Pilot Program, which is a study of alternative revenue sources that has statewide impact. This position is responsible for compliance of the pilot study with the requirements of Senate Bill 1077, for efficient implementation of the pilot program, for developing policy and procedure recommendations based on the outcomes of the pilot program, for preparing the summary of findings report to the Legislature, and for overseeing the public outreach and transportation stakeholder communication process. This position directs the staff and consultant resources of this program.

Responsibilities include:

- Develop the policy, procedures, guidelines and performance criteria of the Road Usage Charge Pilot program to ensure the accountability and transparency of the pilot program results provided to transportation stakeholders. Analyze fiscal impact of the alternative revenue source options and assessment methods generated by the pilot study results.

- Develop policy recommendations for the statewide implementation of the various revenue collection options.
- Develops and implements policies for Caltrans Road Charge Program.
- Responsible for compliance of the Road Usage Charge Pilot program with the requirements of Senate Bill 1077 and any other legislative requirements.
- Responsible for efficiently implementing the pilot program and directing staff and consultant resources effectively. Responsible for planning and evaluating all the pilot study activities.
- Responsible for the summary of findings report to the legislature as required by Senate Bill 1077.
- Oversees the development and implementation of Program Level Action Plans that include Caltrans goals, strategic objectives, strategies, and performance measures applicable to Caltrans.
- Represent Caltrans as the departmental spokesperson and subject matter expert on all aspects of the Road Usage Chart Pilot program.
- Serve as liaison between Caltrans and other transportation stakeholders such as: the California State Legislature, the California State Transportation Agency, the California Transportation Commission, the Road Usage Charge Technical Advisory Committee, other state-level departments, local transportation partners, national industry groups, the media and the general public.
- Prepare and present information for legislative hearings, for Caltrans management meetings, for external agency meetings and other forums as necessary.
- Manage development of comprehensive public outreach materials and processes to address stakeholder and general public concerns on the 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 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 EEO objectives.

These knowledge and abilities are expected to be obtained from the following kinds of 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 government settings, or in a private organization):

Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

DESIRABLE QUALIFICATIONS

- Ability to manage multiple competing demands within immediate timeframes and to develop multiple alternatives when problems arise.
- Lead and manage a small, high-performing team to ensure maximum result, while preventing staff burnout
- Manage a highly dynamic project, while ensuring that the process and project resources – staff, consultants, and contracts – are well managed, resulting in and quality products.
- Excellent communication skills, to ensure that ongoing oral and written communications are tailored to each audience and need.
- 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.
- Ability to develop and implement organizational improvements or innovations.

- Understanding of California's current/historical financial model of transportation funding and proposed options to meet future funding needs.
- Excellent oral and written communication skills.
- Demonstrated ability to provide new perspectives and/or develop and implement new initiatives.
- Ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.
- Strong leadership and management team experience, demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership and initiatives at all levels, and use sound judgment in managing complex problems.
- Demonstrate ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.

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, Road Charge Program Manager**, 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. 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: Leslie Mazzeo (**15CEA14**)
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 21, 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.

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.