

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: DISTRICT 2 DIRECTOR
LEVEL: CEA B (Salary Range \$8,985-\$12,312*)

* An appointment salary higher than the maximum range for a CEA B may be supported by the Department.

LOCATION: DISTRICT 2 - REDDING
BULLETIN RELEASE DATE: SEPTEMBER 11, 2015
FINAL FILING DATE: OCTOBER 2, 2015
CEA NUMBER: 15CEA18

DUTIES/RESPONSIBILITIES

Under the general direction of the Director/Chief Deputy Director, the incumbent has full responsibility for all department program functions and activities within the District and is responsible for the administration and operation of the California Department of Transportation (Caltrans) programs within the District boundaries of Trinity, Siskiyou, Modoc, Lassen, Plumas, Tehama, and Shasta counties.

Responsibilities include:

- Manages the Department's core transportation activities in the District 2 area, including:
 - Transportation Planning and Local Assistance – provides policy direction in the development and implementation of District 2 short and long-term transportation planning program.

- System Maintenance and Operations – provides policy direction in the development implementation of the District’s maintenance and operations programs for the State highways within District 2.
- Project Development - in coordination with the North Region management and staff provides policy direction in the delivery of District 2’s capital program.
- Budget Management – in coordination with headquarters programs, ensures the development and management of the District’s operating and capital budget.
- Provides policy direction in the development of and services for Caltrans workforce (District 2, North Region, Division of Engineering Services, etc.), within District 2.
- Informs and advises the Directorate, as appropriate, on sensitive internal and external issues as they develop within the District.
- Manages the Department’s Strategic Plan in the District 2 area including: development and management of district program level performance agreements and action plans consistent with the Department’s Strategic Plan.
- Actively participates in various Caltrans statewide program steering committees.
- Works with the public, local government, resource agencies, private sector and other external groups to ensure a seamless transportation system within District 2. Duties include: developing and maintaining relationships with government, resource agency, private sector and public leaders.
- Directs the policy development and management of the district public information plan.
- Develops and maintains District support of local agency transportation project development.
- Assists area legislators in drafting transportation legislation and responses to constituents concerning transportation matters.
- Ensures timely and quality responses to inquiries from the public.
- Develops and maintains relationships with area media.

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.)

EXAMINATION INFORMATION

The examination will consist of a review of each candidate's application and Statement of Qualifications. All candidates who meet the minimum qualifications will be admitted to the exam. The desirable qualifications listed on the bulletin will be used as evaluation criteria to score 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.

A passing score of 70%, or higher, must be obtained to establish eligibility for interviewing. 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, District 2 Director** with the California Department of Transportation. Applications will be retained for twelve months.

DESIRABLE QUALIFICATIONS

The Statement of Qualifications is a narrative discussion of how an applicant's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The statement can be no more than two (2) pages in length.

Please submit a Statement of Qualifications in response to the Desirable Qualifications:

1. Ability to have a broad and comprehensive knowledge of the Department's programs and experience that demonstrate the ability to manage a large and complex statewide program.
2. Knowledge and experience in Departmental strategic planning and demonstrate an understanding of organizational and transportation system performance measures.
3. Knowledge of budget and contract development and administration.
4. Knowledge of federal and state regulations that apply to, and impact the work of, Caltrans and Caltrans mission, vision, goals, programs and policies.
5. 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.
6. Ability to possess academic course work at the university level or equivalent training and experience in the area of supervision and management principles.
7. Must have excellent oral and written communication skills.
8. Demonstrated ability to effectively apply logic and creativity in decision making processes and successfully apply motivation and negotiating skills.
9. Demonstrated ability to develop and implement organizational improvements or innovations.

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 applicant's education, training, experience, and skills meet the minimum and desirable qualifications, and qualify them for the position. The statement can 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:

California Department of Transportation
Division of Human Resources
Attn: Liz Ochoa (**15CEA18**)
1727 – 30th Street- MS #90
Sacramento, CA 95816-8037

Or via email:
CEA.MSPexams@dot.ca.gov

Application packets may be emailed to the above address.

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 California 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.