

# CEA



## CAREER EXECUTIVE ASSIGNMENT

The State of California 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 RESEARCH, INNOVATION & SYSTEM INFORMATION

**LEVEL:** CEA B (Salary Range \$8,985-\$10,703)

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

**LOCATION:** HEADQUARTERS, DIVISION OF RESEARCH, INNOVATION & SYSTEM INFORMATION

**BULLETIN RELEASE DATE:** NOVEMBER 4, 2015

**FINAL FILING DATE:** NOVEMBER 30, 2015

**CEA NUMBER:** 15CEA20

### DUTIES/RESPONSIBILITIES

Under the general direction of the California Department of Transportation (Caltrans) Deputy Director, Planning and Modal Programs, the Division Chief is responsible for the policy development, implementation and overall direction of the Division of Research, Innovation and System Information. The incumbent will serve as the principal transportation research and development officer for Caltrans. The Division Chief builds and sustains strong internal and external partnerships. The incumbent is responsible for developing the overall policies and direction for Caltrans' Research and System Information Program, ensuring all efforts in the Division are consistent with its purpose to provide solutions and knowledge that improve California's transportation system. The incumbent also oversees research throughout California by leading multi-agency, multi-state, and international research efforts and participating in national forums.

Responsibilities include:

- Serves as Caltrans' principal agent in the development and implementation of a Strategic Transportation Research and Development Program, which provides an over-arching focus that outlines the transportation areas that need concentrated research. Facilitates the policy direction for the applied transportation research agenda and establishment of statewide policies, standards, plans, and programs to execute the agenda and direct its implementation. Plans, organizes, and direct the activities of the offices that provide technical expertise and support to Caltrans in research and transportation system information. Directs the collection of state and local public road/system data. Coordinates and serves as lead agent for the Transportation Research Board, National Cooperative Highway Research Program, pooled fund, and other nationwide programs; provides policy direction and oversight of the National University Transportation Centers and other academic research partners in California; and develops international research partnerships in the pursuit of Caltrans' strategic goals.
- Enhances customers' ability to request, query and analyze information electronically, especially information critical to planning and programming. Provides statewide guidance and monitoring of research activities to ensure that cross-functional considerations are included in the decision making process. This includes coordination with all divisions and districts involved in providing system information. Works across the organization to ensure research aligns with Caltrans' mission and goals. Encourages external partners and stakeholders involvement in research design; conducts and results implementation to enhance quality assurance and relevance of research products. Evaluates the level of service for overall continuous quality improvement. Maintains functional liaison with Headquarters and district management and Caltrans research and system information related committees.
- Provides policy advice to Deputy Directors, the Chief Deputy Director/Director, District Directors, and the California State Transportation Agency on all research and system information issues affecting transportation. Develops policies and procedures in consultation with public and private stakeholders to foster implementation of research products and access to transportation system information.
- Represents Caltrans and the State of California on statewide, and national committees and organizations to advance Caltrans' research and system information agenda and mission; builds and maintains strong partnerships and alliances that support the Division's objectives; and attains national recognition for research excellence as a premier research organization. Directs the policy development of funding sources and global partnerships in the public and private sectors for cooperative research efforts and effectively leverages State resources to advance Caltrans' Research Program.

#### MINIMUM QUALIFICATIONS

Applicants must possess the knowledge and abilities, and any other requirements, described in this bulletin.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

## KNOWLEDGE AND ABILITIES

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 California State Transportation 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 California State Transportation Agency's EEO 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. 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 desirable qualifications.

A passing score of 70% or higher must be obtained to establish 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 Research, Innovation & System Information** with Caltrans. Applications will be retained for twelve months.

## STATEMENT OF QUALIFICATIONS

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

Please submit a Statement of Qualifications which includes the following information:

1. Demonstrated ability to have a broad and comprehensive knowledge of Caltrans' programs and experience that demonstrates the ability to manage a large and complex statewide program.
2. Demonstrated knowledge and experience in departmental strategic planning and demonstrate an understanding of organizational and transportation system performance measures.
3. Demonstrated knowledge of budget and contract development and administration.
4. Demonstrated knowledge of federal and State regulations that apply to, and impact the work of, Caltrans and Caltrans' mission, vision, goals, programs and policies.
5. Demonstrated 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. Demonstrated ability to complete academic course work at the university level or equivalent training and experience in the area of supervision and management principles.
7. Demonstrated 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.
10. Demonstrated ability to develop and implement changes within an organization.

#### **FILING INSTRUCTIONS**

All interested applicants must submit:

- A completed standard original State application (Form 678).
- The Statement of Qualifications is a narrative discussion of how the applicant's education, training, experience, and skills meet the 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:

California Department of Transportation  
Division of Human Resources  
Attn: Leslie Mazzeo (15CEA20)  
1727 – 30<sup>th</sup> Street- MS #90  
Sacramento, CA 95816-8037

**Or via email to:**

[CEA.MSPexams@dot.ca.gov](mailto:CEA.MSPexams@dot.ca.gov)

Application and Statement of Qualifications must be received by 5:00 p.m. on NOVEMBER 30, 2015. Interagency mail received after this date will not be accepted.

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.

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.