

# 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:** DEPUTY CHIEF COUNSEL

**LEVEL:** CEA C (Salary Range \$9,978 - \$12,062)  
\* An appointment salary higher than the maximum range for a CEA C may be supported by the department.

**LOCATION:** HEADQUARTERS, SACRAMENTO

**BULLETIN RELEASE DATE:** OCTOBER 21, 2015

**FINAL FILING DATE:** NOVEMBER 12, 2015

**CEA NUMBER:** 15CEA21

### DUTIES/RESPONSIBILITIES

Under the general direction of the California Department of Transportation's (Caltrans) Chief Counsel, the incumbent is responsible for managing the Sacramento office of the Legal Division and serving as the legal advisor in developing and implementing policies in the Sacramento office.

Responsibilities include:

- Develops and implements policies, guidelines and standards for the Sacramento office of the Legal Division. Plans, oversees, organizes and directs the work of other attorneys, paralegal and clerical staff in the office. Advises and assists subordinate attorneys on difficult and complex problems. Acts as legal advisor to district directors and division chiefs. Directs legal matters in connection with the legislative work of Caltrans. Advises and assists with budget and resource oversight statewide.
- Provides legal advice to prevent lawsuits and strengthen risk management activities. Advises the Chief Counsel on the full range of issues related to the Sacramento office.

- Monitors, reviews and approves resolution of litigation involving the department. Advises the Chief Counsel regarding recommended courses of action, supervises lower level legal staff.
- Independently performs or participates in special projects which have departmental impact on the Division's operation or policy. Works with management and staff on other job related duties as required.

## 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' and 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' and 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. All candidates will be admitted to the exam. The Statement of 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 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 C, Deputy Chief Counsel** 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 in response to the following questions:

**Membership in the State Bar of California** and experience at the Deputy Attorney IV level or higher that developed the following qualifications:

1. Proficient knowledge of civil litigation laws, regulations, trends, practices, and the California Code of Civil Procedure, California Evidence Code, Federal Rules of Civil Procedure, California Government Code, and the California Insurance Code.
2. Knowledge of law relating to public transportation issues. Federal Aid statutes relating to transportation; California law relating to acquisition, financing, administration and risk management.
3. Sufficient knowledge of the organization, mission and statutory environment of Caltrans in order to function effectively in a position that works closely with and supports top management of the department.
4. Experience at a supervisory and/or management level in Caltrans or a comparable agency, organization or law firm practice. This includes knowledge of transportation, civil litigation, current management principles and practices, and demonstrated ability to plan, direct, coordinate and review the work of a program consisting of professional legal staff.
5. Breadth and variety of experience as an attorney, attorney supervisor and/or contractor of attorneys, in the research and analysis of transportation and business-related issues, and in defending, pursuing and resolving civil and administrative cases in administrative forums, in the California Superior Courts, Appellate Courts, Supreme Court, Federal District Courts and Courts of Appeal, or the California state Legislature.
6. Ability to act as legal advisor to top management, including the ability to formulate legal policy and to initiate and recommend strategic changes impacting individual Caltrans programs and the organization as a whole, in order to meet competitive demands and corporate objectives and values.
7. Ability to identify and defend Caltrans against abusive and fraudulent activities.

## 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 (Form 678) and Statement of Qualifications are to be submitted to:

California Department of Transportation  
Division of Human Resources,  
Attn: Liz Ochoa (15CEA21)  
1727 – 30<sup>th</sup> Street- MS #90  
Sacramento, CA 95816-8037

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

Application and Statement of Qualifications must be received by 5:00 p.m. on November 12, 2015. Interagency mail received after this date will not be accepted.

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.

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.