

CEA



CAREER EXECUTIVE ASSIGNMENT

The State of California strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status. 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 DISTRICT DIRECTOR, EXTERNAL AFFAIRS
LEVEL: CEA A
(Salary Range \$6,647 - \$9,555)
LOCATION: DISTRICT 4 – OAKLAND
BULLETIN RELEASE DATE: OCTOBER 31, 2016
FINAL FILING DATE: NOVEMBER 22, 2016
CEA NUMBER: 16CEA19

DUTIES/RESPONSIBILITIES

Under the direction of the California Department of Transportation's District 4 Director/Chief Deputy District Director, the incumbent serves as the Deputy District Director, External Affairs. District 4 is one of the largest transportation districts in the department and serves Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma Counties. The incumbent is responsible for Legislative Affairs, Public Affairs including media and public outreach activities, internal and external communications; Equal Employment Opportunity Program; Strategic Plan Development; California Public Records Act guidelines and compliance; Department Correspondence Tracking Systems; Photography and Executive Office Support. This position provides support to the District Director/Chief Deputy District Director on issues and policy matters of critical concern to the District. Responsibilities include:

- Represents the District in making decisions for the resolution of highly technical or politically sensitive problems, interagency, and public relations issues.

- Provides the media with timely transportation information (e.g., press release, radio and television appearances, internet presence, social media updates and graphical services).
- Works directly with the Legislature and legislative staff in promoting the State's transportation related goals, initiatives, and influencing policies with non-governmental organizations and other States' transportation agencies to develop and organize support for California's transportation initiatives.
- Ensures effective and timely communication between functional divisions, districts and the legislature, using all district resources as needed.
- Develops and maintains positive relations with local government agencies, elected officials, private organizations, and individuals in order to coordinate State transportation matters with local activities and communication/public relations plans.
- Ensures all affected interests are aware of projects and that the appropriate level of communication takes place with each interested group, reducing project delays, political embarrassment, or vetoes.
- Serves as a major focal point for the District Director's office during emergency operations and major incidents in relations with the media and elected officials.
- Responsible for community outreach activities and actively involves the community in project planning and development.
- Responsible for developing special studies, analysis and/or investigations.
- Responsible for assignments that are of a sensitive nature requiring a high level of confidentiality and may cross organizational boundaries.
- Provides Week Ahead Reports and timely management reports to Headquarters External Affairs.
- Manages Title VI & Title VII Programs for the District and ensures compliance with both Programs.
- Facilitates and develops the District's Multi-Year Strategic Plan and Annual Business Plan.
- Oversees the development of business strategies, program priorities, goals and objectives, division budget control and performance contracts.
- Represents the District in statewide planning sessions and task forces, and provides input for the department's strategic plan.
- Develops and implements district policies and procedures with public records in the District, ensures compliance, and coordinates with the Legal Office.
- Works with executive management to identify areas of concern where quality principles may offer solutions.
- Has full responsibility for the operation of the District 4 External Affairs Division and all of its employees in teamwork with the District Director/Chief Deputy District Director.

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 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; and a manager's role in the Equal Employment Opportunity (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' 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 knowledge and abilities and any other requirements identified in this bulletin and listed in the Statement of Qualifications 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 qualify them for this position.

A passing score of 70% or higher must be obtained to establish eligibility. Hiring interviews will 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 A, Deputy District Director, External Affairs** with Caltrans. Applications will be retained for twelve months.

DESIRABLE QUALIFICATIONS

- Applicants should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.
- Ability to reason logically and creatively.
- Ability to develop and maintain a level of professional integrity to ensure that the best interests of Caltrans and the program are served.
- Ability to work well with partners and clients.

STATEMENT OF QUALIFICATIONS

A Statement of Qualifications must be submitted along with the State Application. The Statement of Qualifications is a discussion of how an applicant's education, training, experience, and skills meet the criteria below and qualify them for the position. The statement must be no more than two (2) pages in length.

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

1. Broad and comprehensive knowledge of the department's multi-modal transportation role and responsibilities and state and federal highway policies, guidelines, and standards.
2. Knowledge in budget and contract development and administration.
3. Demonstrated familiarity with federal and state regulations that apply to and impact the External Affairs' work of the department and Caltrans' mission, goals, programs, and policies.
4. Ability to supervise a multi-disciplinary professional staff; participate in public forums; represent the department in external affairs matters; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
5. Demonstrated ability to implement organizational improvements or innovations.
6. Demonstrated ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.
7. Excellent oral and written communication skills.
8. Demonstrated ability and experience in preparing or developing convincing presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the office (i.e., directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public, and professional groups).
9. Demonstrated ability and experience planning, developing, and managing a large, complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rule, and policies.
10. Demonstrated ability and experience providing new perspectives and/or developing and implementing new initiatives.

FILING INSTRUCTIONS

All interested applicants must submit:

- A completed standard original State application (Form 678).
- A Statement of Qualifications. The statement must be responsive and **must not** exceed 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 application and Statement of Qualifications are to be submitted to:

California Department of Transportation
Division of Human Resources
Attn: Leslie Mazzeo (16CEA19)
1727 – 30th Street, MS #90
Sacramento, CA 95816-8037

Or via email to:

CEA.MSPexams@dot.ca.gov

Application and Statement of Qualifications must be received or postmarked on the final filing date November 22, 2016. 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.