



# California Transportation Commission

**POSITION TITLE:** DEPUTY DIRECTOR OF TRANSPORTATION  
ROAD CHARGE PILOT PROGRAM (Limited Term)\*  
(\*expires on 6/30/2018)

**CEA LEVEL:** CEA B

**MONTHLY SALARY:** \$9,255 - \$11,024

**LOCATION:** SACRAMENTO, CA

**FINAL FILING DATE:** December 15, 2016

## **POSITION OVERVIEW:**

The California Transportation Commission (Commission) advises and assists the Administration and Legislature in formulating and evaluating state policies and plans for California's transportation programs. As required by SB 1077, the Commission formed a Road Usage Charge Technical Advisory Committee (Committee) to study road usage charge alternatives to the gas tax, make recommendations to the Transportation Agency on the design of a pilot program, gather public input, recommend criteria to be used to evaluate the pilot program, and consult with specified entities and consider certain factors in carrying out its duties.

The Transportation Agency, through the California Department of Transportation (Caltrans), is implementing the road usage charge pilot program based on the Committee's recommendation and intends to issue a report of its findings to the Committee, the Commission and the Legislature in June 2017. The Committee will provide advice and recommendations to the Commission and the Commission will seek input from the Committee and include recommendations regarding the pilot program in its annual report to the Legislature by December 15, 2017.

Under the general direction of the Executive Director and the Chief Deputy Director, the Deputy Director for the Road Usage Charge Pilot is responsible for carrying out the statutory requirements specified in Senate Bill (SB) 1077 (DeSaulnier, Statutes of 2014). As the principal advisor to the Commission's Executive Management and the 15 member Road Charge Technical Advisory Committee (Committee), the Deputy Director is responsible for all aspects of supporting the Committee, the Commission's recommendations to the Legislature regarding the Pilot Program.

## **ESSENTIAL FUNCTIONS:**

The Deputy Director is responsible for the formulation policy recommendations for and providing overall support to the Technical Advisory Committee (Committee). The Deputy Director serves as key policy advisor to the Technical Advisory Committee, the Commission, and the Commission's Executive Director and Chief Deputy Director on the development and deployment of the Road Usage Charge pilot program. Duties include:

### **Pilot Program Recommendations**

- Ensures that the Committee and the Commission is advised and considers the following when developing and formulating the Commission's recommendations relating to the pilot program:
  - The availability, adaptability, reliability, and security of methods that might be used in recording and reporting highway use.
  - The necessity of protecting all personally identifiable information used in reporting highway use.
  - The ease and cost of recording and reporting highway use.
  - The ease and cost of administering the collection of taxes and fees as an alternative to the current system of taxing highway use through motor vehicle fuel taxes.
  - Effective methods of maintaining compliance.
  - The ease of re-identifying location data, even when personally identifiable information has been removed from the data.
  - Increased privacy concerns when location data is used in conjunction with other technologies.
  - Public and private agency access, including law enforcement, to data collected and stored for purposes of the RUC to ensure individual privacy rights are protected pursuant to Section 1 of Article I of the California Constitution.
- Coordinates and assists the Committee in consulting with highway users and transportation stakeholders, including representatives of vehicle users, vehicle manufacturers, and fuel distributors. Also facilitates experts necessary to ensure the Committee is properly advised on the technical and other aspects of road usage charging including coordination of a diverse stakeholder workgroup of representatives from the petroleum, electric vehicle, ridesharing, highway users, and other industries.
- Presents and advises the Commission at its meetings on the progress and decisions of the Committee.
- Monitors and reviews the program to report and advise the Committee and Commission as to the progress and outcomes of the program.
- Based on the Transportation Agency pilot program report, advises, formulates and presents policy recommendations to the Committee and seeks Committee input on the results of the pilot program.
- Based on input of the Committee, advises, formulates and presents recommendations to the Commission regarding the pilot program for inclusion in the Commission's annual report to the Legislature.

### **Supervision & Technical Coordination**

- Oversees Commission staff and its consultant(s) for purposes of carrying out assigned duties and responsibilities. Supervises all activities supporting the Committee including, but not limited to, securing meeting facilities; arranging and compensating Committee member travel; developing and presenting Committee meeting agendas, speakers, briefing books, meeting presentations and materials; arranging and staffing public forums, speaking engagements, and briefings; developing presentation and technical materials; and facilitating and/or seeking public input.

- Directs and utilizes Caltrans staff and Caltrans consultants, as requested by the Commission to provide technical assistance and to carry out the responsibilities of the Committee.

### **Communication, Presentations, Media, & Public Input**

- Prepares, provides and/or presents oral and written testimony and presentations on the statutory responsibilities and decisions of the Committee.
- Serves as the media contact for the Committee and coordinates press inquiries, legislative briefings, and other similar requests.
- Ensures website and other communication materials are comprehensive, well-written, technically accurate, and professionally written.
- Prepares materials and coordinates meetings for Committee, Commission, and others for purposes of disseminating the work of the Committee and gathering public input.
- Ensures compliance with the Bagley Keene Open Meetings Act in coordinating and facilitating the work of the Committee and Commission.

### **Other Functions**

- Represents the Committee and Commission at various meetings with Federal, State, Local government, special interest groups, legislative staff, non-profit organizations, private industry and other transportation stakeholders.

### **DESIRABLE QUALIFICATIONS:**

Desirable candidates will have knowledge of the following:

- Demonstrated ability to analyze complex problems and recommend creative and effective courses of action.
- Excellent oral and written communication skills, including the demonstrated ability to write and present comprehensive reports and recommendations.
- Demonstrated ability to effectively plan, organize, and balance multiple and conflicting priorities to achieve the highest-level outcomes for an organization and develop timely and economical solutions.
- Demonstrated ability to present policy issues before the legislature, local government, State Boards and Commissions, various control agencies, stakeholders and/or the public.
- Demonstrated ability to develop cooperative working relationships with representatives of all levels of government and the public.
- Knowledge of State and Federal statutes and regulations that apply to and impact the work of the Committee and the Commission, and an understanding and experience with the legislative process.

### **KNOWLEDGE AND ABILITIES:**

Applicants must demonstrate the ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession 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
- The Commission's Equal Employment Opportunity (EEO) program objectives
- A manager's role in the EEO program

### **ABILITY TO:**

- Analyze complex problems and recommend effective courses of action
- Prepare, review and publically present recommendations, reports and other information
- Develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches
- Gain the confidence and support of executives with federal, state, regional, local government, and the private sector for purpose of providing information, advice and recommendations
- Integrate the activities of a diverse program to attain common goals
- Plan, organize, and direct the work of multi-disciplinary professional and administrative staff
- Effectively contribute to the Commission's EEO objectives

### **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.

### **EXAMINATION INFORMATION:**

All interested applicants must file a standard State application, resume, and a Statement of Qualifications. The examination will consist of a review of each candidate's application and Statement of Qualifications. **Applications received without the required standard State application, resume and Statement of Qualifications will be disqualified.**

A Selection Committee will screen applications, resumes, and Statements of Qualifications based on the identified essential functions, minimum qualifications, the desirable qualifications for the position, and the competitive value of each candidate's relative knowledge, abilities, and experience. A minimum rating of 70% must be attained to obtain list eligibility. All candidates will receive written notification of their examination results. Only candidates who achieve a minimum rating of 70% will be scheduled for an interview; if interviews are deemed necessary by the Selection Committee.

The results of this examination will be used solely to fill the position of **Deputy Director of the Road Charge Pilot Program** for the California Transportation Commission. The results of this examination will be retained for twelve months.

## **STATEMENT OF QUALIFICATIONS:**

The Statement of Qualification is a narrative discussion of how the candidate's education, training, experience, and skills meet the essential and desirable qualifications and qualify them for the position. It will also serve as documentation of each candidate's ability to present information clearly and concisely in writing as this is a critical factor to successful job performance as the Deputy Director of Transportation for the Road Charge Pilot Program. Therefore, it is critical that each applicant include specific information on how his/her background and knowledge and abilities meet the essential and desirable qualifications. The Statement of Qualifications must be typewritten or generated by computer on 8.5" by 11" paper with a minimum font size of 10 and must not exceed three (3) pages in length.

## **FILING INSTRUCTIONS:**

All interested applicants must submit:

- A completed standard original State application (Form 678).
- A Statement of Qualifications. The Statement of Qualifications must be responsive and must not exceed three (3) pages in length.
- Resume must not exceed two (2) pages in length.

Submit standard State application (STD. 678), resume and Statement of Qualifications to:

**California Transportation Commission  
C/O CA Department of Transportation  
Attention: Leslie Mazzeo (16CEA22)  
1727 30th Street – MS 90  
Sacramento, CA 95816**

Applications must be postmarked by the final filing date. Unless postmarked by the final filing date, applications will NOT be accepted after 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 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 Commission 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.

*The California Transportation Commission 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. TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857.*