



California Transportation Commission

POSITION TITLE: CHIEF DEPUTY DIRECTOR

CEA LEVEL: CEA C

MONTHLY SALARY: \$10,688 - \$12,136

LOCATION: SACRAMENTO, CA

FINAL FILING DATE: SEPTEMBER 12, 2017

POSITION OVERVIEW:

The California Transportation Commission (Commission) advises and assists the California State Transportation Agency Secretary and the Legislature in formulating and evaluating state policies and plans for California's transportation programs, and has the responsibility for adopting statewide transportation policy. The Commission is responsible for the programming and allocating of funds for the construction of highway, passenger rail, transit, and bike and pedestrian improvements throughout California. The Commission is an active participant in the initiation and development of State and Federal legislation that seeks to secure financial stability for the State's transportation needs.

ESSENTIAL FUNCTIONS:

Under the general direction of the Executive Director, the Chief Deputy Director is a policy advisor to the Commission and the Executive Director. Under the purview of the Executive Director, the incumbent is responsible for directing the Commission's policies, programs, and serves as the chief of staff and oversees the internal operations of the Commission. Duties include:

- Serves as principal policy advisor to the Commission and the Executive Director and assures Commission policies and programs are effectively developed and implemented.
- Responsible for formulating goals and policies; establishing strategic direction, and assisting in the development of proposals for legislative changes.
- Works closely with the Executive Director and is responsible for proposing statewide transportation policies and overseeing the implementation of the Commission's mandates and program actions.
- Provides oversight and direction to staff in the development and delivery of the State's multi-modal transportation system covering a broad range of transportation programs, including the State Transportation Improvement Program (STIP), the State Highway Operation and Protection

Program (SHOPP), Active Transportation Program, the Trade Corridor Enhancement Program, the Congestion Corridor Program, the Local Partnership Program, and other programs.

- Advises the Executive Director and the Commission on programming and delivery issues, and directs the development of recommendations to the Commission. Responsible for directing the implementation of programming and project delivery policy and the allocation of state funds for specific projects, while overseeing the monitoring required to ensure accountability for and timely and cost effective delivery of the state transportation programs.
- Responsible for formulating action oriented and pragmatic recommendations for legislation to improve the transportation program, the oversight and preparation of all mandated reports, including the Annual Report to the Legislature.
- Oversees the Commission's policy and administrative staff and is responsible for ensuring the integrity of the Commission's operations including, but not limited to, compliance with federal and state budgetary, personnel and administrative requirements.
- Acts as spokesperson for the Commission on a wide variety of transportation issues and policies when responding to news media and the general public. Represents the Commission on policy advisory committees, and serves as an influence to help achieve Commission objectives. Ensures the Commissioners are kept informed of all legislative developments and action.

DESIRABLE QUALIFICATIONS:

Desirable candidates will have knowledge of the following:

- Knowledge and experience in strategic planning and demonstrated understanding of organizational and transportation performance measures.
- Knowledge of state and federal regulations that apply to and impact the work of the Commission and the Commission's mission, goals, programs, and policies.
- Demonstrated ability to supervise a multi-disciplinary professional staff; participate in public forums; represent the Commission in a professional manner and serve in a consulting and coordinating capacity with other transportation agencies statewide.
- Demonstrated ability to develop and implement organizational improvements or innovations.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes.
- Demonstrated ability to successfully apply motivational and negotiating skills.
- 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 write effectively and communicate clearly both in writing and verbal with members of the press and the legislature.
- Demonstrated ability to organize the work of a multi-disciplinary team to achieve time sensitive and aggressive timelines.
- Demonstrated ability to ensure that state budgetary, personnel, and administrative requirements are met.

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:

Plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze and implement administrative policies, organization, 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 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 **Chief Deputy Director** 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 Chief Deputy Director. 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.

1. Knowledge and experience in strategic planning and demonstrated understanding of organizational and transportation performance measures.
2. Knowledge of state and federal regulations that apply to and impact the work of the Commission and the Commission's mission, goals, programs, and policies.
3. Demonstrated ability to supervise a multi-disciplinary professional staff to achieve time sensitive and aggressive deadlines; participate in public forums; represent the Commission in a professional manner and serve in a consulting and coordinating capacity with other transportation agencies statewide.
4. Demonstrated ability to develop and implement organizational improvements or innovations.
5. Demonstrated ability to effectively apply logic and creativity in decision-making processes.
6. Demonstrated ability to successfully apply motivational and negotiating skills.
7. Demonstrated ability to write effectively and present policy issues before the Legislature, local government, State Boards and Commissions, various control agencies, stakeholders and/or the public.
8. Demonstrated ability to ensure that state budgetary, personnel, and administrative requirements are met.

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: Ashley Courtney (17CEA11)
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 Ashley Courtney at (916) 227-1828.

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.