



California Transportation Commission

POSITION TITLE: DEPUTY DIRECTOR OF LEGISLATION & FINANCE
CEA LEVEL: CEA B
MONTHLY SALARY: \$9,625 - \$11,465 *
** Higher salary **may** be approved by CalHR*
LOCATION: SACRAMENTO, CA
FINAL FILING DATE: NOVEMBER 13, 2017

POSITION OVERVIEW:

The Deputy Director of Legislation & Finance, under the general direction of the Executive Director and the Chief Deputy Director, is responsible for coordination of legislative and innovative project finance matters of the Commission. This position provides advice and recommendations, develops policy guidance for presentation and adoption by the Commission, serves as a member of the Policy Staff, and participates in high level policy and planning decisions for the Commission. All duties are performed in accordance with State and Commission policies and procedures.

ESSENTIAL FUNCTIONS:

- Identify policy issues, and develop and recommend action oriented and pragmatic legislation for the Commission to consider including legislative language that the Commission may wish to submit, and assist the Executive Director in finding bill sponsors.
- Review and track bills introduced in the Legislature and Congress. Select for analysis those bills which have an identifiable impact on the State transportation system, in particular, those which influence transportation funding, the development of the STIP and other programs, the Commission's allocation of funds, and other matters shaped by Commission policies and actions.
- Analyze the impact of legislative, economic, and other changes on transportation funding and project programming and allocation.
- Represent the Commission at Legislative hearings and Administrative meetings.
- Prepare and present fiscal analyses of pending and enacted legislation affecting the Commission for submission to Legislative Committees, the Department of Finance, the California State Transportation Agency, and others as applicable.
- Manage the development of process policies and statewide program guidelines, setting forth the Commission's policy and expectations for the submittal, review and approval of public private

partnership projects, design-build projects, toll facilities, and other innovative financing and procurement proposals.

- Review proposals for public private partnership projects, design-build projects, toll facilities, and other innovative financing and procurement proposals, including short and long term financial consequences.
- Oversee the procurement and management of financial and technical consultants, ensuring compliance with contract terms and conditions.
- Represent the Commission at public hearings and various meetings with federal, State, local government, special interest groups, legislative staff, non-profit organizations, private industry, other transportation stakeholders and members of the media.

DESIRABLE QUALIFICATIONS:

Desirable candidates will possess the following qualifications:

- Experience working with the state legislature
- Knowledge of state and federal statutes related to transportation
- Knowledge of the state budget process and transportation financing
- Knowledge of the organization and policies of state transportation agencies
- Excellent verbal and written communication skills, including, experience presenting information and answering questions at public meetings
- Excellent numeracy skills

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 multi-disciplinary professional and administrative staff
- Analyze and develop recommendations for new, pending and enacted legislation as well as administrative policies, organization, procedures, and practices
- Integrate the activities of a diverse program to attain common goals
- Gain the confidence and support of executives with federal, state, region, local government, and the private sector for purpose of providing information, advice and recommendations on a wide range of financial, legislative and 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, review and publically present recommendations, reports and other information
- 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:

The examination will consist of a review of each candidate's application, resume, and Statement of Qualifications. A Selection Committee will screen applications, resumes, and Statements of Qualifications based on the identified minimum qualifications, the desirable qualifications for the position, and the competitive value of each candidate's relative knowledge, skills, and experience. A minimum rating of 70% must be attained to obtain list 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, Deputy Director, Legislation and Finance, with the California Transportation Commission. Applications will be retained for twelve months.

STATEMENT OF QUALIFICATIONS:

The Statement of Qualifications is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications of the position.

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:

**Caltrans Human Resources
Attention: Ashley Courtney (17CEA14)
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.