



# California Transportation Commission

**POSITION TITLE:** DEPUTY DIRECTOR OF TRANSPORTATION PROGRAMMING

**CEA LEVEL:** CEA B

**MONTHLY SALARY:** \$9,625 - \$11,465 \*  
*\* Higher salary **may** be approved by CalHR*

**LOCATION:** SACRAMENTO, CA

**EXTENDED FINAL FILING DATE:** DECEMBER 4, 2017

**\*\*If you have already applied for this vacancy, there is no need to reapply\*\***

## **POSITION OVERVIEW:**

The Deputy Director of Transportation Programming, under the general direction of the Executive Director and the Chief Deputy Director, is responsible for all aspects of programming and allocating funds, coordinating programming and funding recommendations for Commission programs, developing policy guidance for presentation and adoption by the Commission, serving as a member of the Policy Staff, and participating in high level policy and planning decisions for the Commission. Programs under the purview of the Commission include, but are not limited to, the State Transportation Improvement Program, the Local Partnership Program, the Local Streets and Roads Program, the Solutions for Congested Corridors Program, the Trade Corridor Enhancement Account, and the Active Transportation Program. All duties are performed in accordance with State and Commission policies and procedures.

## **ESSENTIAL FUNCTIONS:**

Leading a small, high performing team, the Deputy Director is responsible for the following:

- Manages the development of policies, guidelines, recommendations and administration of multiple state and federal transportation programs.
- Develops statewide policy necessary to generate guidelines for the programming of state and federal funds and ensures the funds are effectively directed to projects in accordance with statute and Commission direction.
- Solicits input from the California Department of Transportation (Caltrans), other State departments, Metropolitan Planning Organizations (MPO), Regional Transportation Planning Agencies (RTPA), County Transportation Commissions, local jurisdictions, transportation agencies, legislative staff, federal partners, and other interested parties when developing program policies, guidelines, and formulating recommendations.

- Independently analyzes and disseminates input provided by Caltrans and other State departments, regional agencies, local jurisdictions, transportation agencies, legislative staff and other interested parties.
- Develops and presents policies, guidelines, program, allocation and other recommendations at public hearings, Commission meetings and various other local, regional and public meetings and responds to issues raised, determines the validity of the issues, and revises the policies and/or guidelines and other recommendations as appropriate.
- Responsible for assuring that all available funds are fully programmed, allocated and expended to maximize the benefits to the state and assure no net loss of funds to California.
- Identifies priorities for and critically evaluates project programming requests and develops and presents recommendations for Commission consideration in approving, delaying or denying requests.
- Responsible for analyzing the demand for project allocations as compared to the anticipated funding, and developing allocation plans for Commission action, if necessary, to meter the allocation of funds.
- Reviews and makes recommendations to the Commission on project readiness and requests for funding allocations. This includes evaluation of requests to advance funds programmed in future years to the current year; extend the timeline for construction contract award, contract completion, expend local or other funds for later reimbursement with state funds, and other complex funding requests.
- Ensures transparent and accountable reporting of billions programmed and allocated by the Commission at public hearings, public workshops, public meetings, on-going reporting, and interaction with the media and reporting to the Legislature and Administration.
- Oversees the tracking of Commission actions on multiple program balances.
- Works with and advises the Commission, Caltrans, other State agencies, regional agencies, local jurisdictions, transportation agencies, legislative staff, and other interested parties to resolve project programming, allocation and delivery issues on projects that are in multiple programs.
- Represents the Commission at 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:

- Knowledge of transportation funding
- Knowledge of state and federal statutes regarding the allocation of transportation funds
- 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
- Ability to manage small, high performance teams
- Excellent numeracy skills including creating and analyzing comprehensive spreadsheets

## **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 staff
- Analyze transportation programs, 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, regional, 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, Transportation Programming, 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 (17CEA15)  
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 that 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.*