

M S P



MANAGERIAL SELECTION PROCESS

Caltrans 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. TTY users can contact the California Relay Services line by dialing 711.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR A DESIGNATED MANAGERIAL POSITION.

CLASSIFICATION: **PRINCIPAL TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **DEPUTY DISTRICT DIRECTOR OF
CONSTRUCTION AND LAND SURVEYS
(PENDING DEPARTMENT OF FINANCE APPROVAL)**

SALARY: **\$10,839 – \$12,312**

LOCATION: **DISTRICT 11 – SAN DIEGO**

FINAL FILING DATE: **DECEMBER 9, 2014**

MSP NUMBER: **14MSP43**

DUTIES/RESPONSIBILITIES

Under the general direction of the District Director, a CEA B, the Deputy District Director of Construction and Land Surveys is responsible for managing, budgeting and directing all phases of Construction and all activities of the Office of Land Surveys for transportation facilities in San Diego and Imperial counties. The incumbent recommends, develops and implements policies and procedures, establishes work standards, and implements work priorities. The incumbent provides expertise on critical and sensitive project related issues. This requires high level experience and leadership skills to ensure commitments are successfully met for the District.

Responsibilities include, but are not limited to:

- Leads, plans and manages San Diego and Imperial counties' Construction and Office of Land Surveys Divisions. Provides policy and administrative direction to staff to ensure the effective use of resources and the attainment of program/project goals. Ensures projects are in conformance with all applicable laws, specifications and plans. Develops goals, objectives and priorities of the Construction and Office of Land Surveys Divisions.
- Collaborates with other district and headquarters executives in determining district objectives, workload projections, resource allocations and budget redirection. Additionally, improves the construction and land surveys processes to meet the goals and objectives of the District, as well as Caltrans' adopted mission statement. Supports, promotes, and ensures alignment with the organization's vision and values and promotes performance based decisions.
- Represents Caltrans at meetings and in statewide dealings with legislators, Federal, State, regional, local agencies and policy making boards, and the construction industry on difficult technical and administrative matters. Makes recommendations regarding the Construction and Office of Land Surveys Divisions. Represents Caltrans in public forums in relation to matters pertaining to Construction and Office of Land Surveys, and concerning the scope and content of district-wide transportation projects. Keeps the District Director advised on highly sensitive and/or critical construction and land surveying issues. Serves as a high level technical expert on construction and land surveying projects.
- Represents the District on committees, task forces, steering committees and policy and advisory groups for projects and issues related to construction and land surveying.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with Caltrans and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil, electrical, or mechanical engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of transportation engineering experience as a Supervising level engineer in the California state service; or four years of transportation engineering experience as a Senior level engineer.

Or II

Experience: One year of managerial experience in the California state service equivalent in level to a Supervising Transportation Planner, or four years of supervisory or managerial experience equivalent in level to a Senior Transportation Planner. **and**

Experience: Two years of civil engineering work at the Associate engineer level or higher in the California state service.

Or III

Experience: Broad and extensive (more than five years) transportation engineering experience equivalent in responsibility to a Senior or higher level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Transportation economics and financing; various phases of transportation systems planning and engineering work; factors which influence the impact of transportation facilities on the environment, the community and the economy; State and Federal laws regulating the activities of Caltrans; principles and techniques of personnel management and supervision; Caltrans' equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of a large engineering staff; analyze situations accurately and take effective action; address an audience effectively; present comprehensive reports and prepare correspondence; communicate effectively; effectively contribute to Caltrans' safety, health, equal employment opportunity and labor relations objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated based on the candidate's **demonstrated:**

- Ability to maintain working relationships with Departmental management, consultants, other programs, contractors, subcontractors and their associations.
- Knowledge of Caltrans' mission, goals and programs.
- Experience with organization and policy issues facing Caltrans and the current responses to such issues.
- Ability in exercising leadership and motivating supervisors to incorporate vision, strategic planning and elements of quality management into the full range of the organization's activities.
- Ability to communicate effectively, both orally and in writing; exceptional negotiating, interpersonal, supervisory, leadership and management skills.
- Commitment to team-based project delivery within the Construction and Office of Land Surveys programs and within all regional project delivery activities; and to deliver the Construction and Office of Land Surveys program on time and within budget.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), **Statement of Qualifications, and interview will be used to rate candidates.** A pool of candidates will be created for the specific position identified on this bulletin, which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678), which includes civil service titles and dates of experience. The application should specify the **classification, position title, and the following MSP Number: 14MSP43.**
- Faxed or emailed applications will not be accepted.
- A Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, shall be eligible to apply for promotional civil service examinations, for which he/she meets the minimum qualifications as prescribed by the class specification. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **December 9, 2014**. Interagency mail received after this date will NOT be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
Attn: Leslie Mazzeo (14MSP43)
1727 30th Street, MS-90
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Leslie Mazzeo (916)-227-4176.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to Caltrans, Office of Examinations and Special Programs, 1727 30th Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.