

# 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: **ASSET MANAGER  
(LIMITED-TERM, MAY BECOME PERMANENT)**

SALARY: **\$10,839 – \$12,312**

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **JANUARY 12, 2015**

### DUTIES/RESPONSIBILITIES

Under the general direction of the Chief Deputy Director, Caltrans, the Asset Manager oversees the management and delivery of the Transportation Asset Management Plan. Responsibilities include, but are not limited to:

- Oversees the Transportation Assets Management (TAM) Plan and the establishment of policies, procedures and performance measures for statewide assets management by providing direct coordination between all areas of Caltrans and the TAM Committee. Presides over the development of engineering, financial, economic, risk and other management practices to ensure long-term performance of the physical assets of the transportation infrastructure.
- Oversees the development and implementation of new processes and tools to improve the framework of a long-term, cost effective, sustainable and accountable assets management plan; ensuring cross-divisional cooperation to assure a systematic approach to managing pavements, bridges and other transportation assets.

- Maintains necessary functional liaison with Caltrans staff, providing functional advice and support relative to TAM. Represents Caltrans in meetings and dealings with local, regional, State and federal agencies concerning TAM.
- Leads the TAM Committee meetings and stakeholder meetings.

### **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**:

- Knowledge of organizational and policy issues facing Caltrans.
- Experience in effectively managing State projects in a lead-person or higher role.
- Experience and knowledge in resource planning and scheduling of Caltrans projects.
- Ability to develop and implement organizational improvements and/or innovations.
- Ability to possess a broad and comprehensive knowledge of Caltrans' multi-modal transportation roles and responsibilities and State and Federal highway design policies, guidelines and standards.
- Ability to supervise a multi-disciplinary professional staff and participate in public forums.
- Ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.

- Ability to possess excellent oral and written communication skills.
- Ability to work cooperatively with and build partnerships internally among Caltrans' corporate and district management as well as with Caltrans' external customers including City and Council staff, the Federal Highway Administration, Regional Transportation Planning agencies, and elected officials.
- Experience in partnership development, interpersonal and presentation skills.

**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: 14MSP45.**
- 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 **January 12, 2015.** 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 (14MSP45)  
1727 30<sup>th</sup> 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 30<sup>th</sup> Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.*