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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 DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **STAFF SERVICES MANAGER III**

POSITION TITLE: **OFFICE CHIEF, STATEWIDE OFFICE FACILITIES
MANAGEMENT AND ASSESSMENT**

SALARY: **\$6,915 – \$7,852**

LOCATION: **SACRAMENTO**

FINAL FILING DATE: **FEBRUARY 4, 2015**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Business, Facilities and Security (DBFS), a CEA B, the incumbent has responsibility for the administration and management of the Facilities Assessment Team and the statewide facilities operations. The incumbent will be responsible for directing the development and submittal of Caltrans' annual Five-Year Capital Outlay Infrastructure Plan and the development, administration, and management of Caltrans' statewide facilities operation budget. Duties include, but not limited to:

- Analyzes, oversees, and reviews building operations and maintenance, office space facility planning, and facility projects and assessments statewide.
- Acts as liaison with the Department of General Services (DGS) and the Department of Finance (DOF); and respond to inquiries and requests for information from all levels within Caltrans and DGS.
- Responsible for the development of an ongoing facilities maintenance and evaluation program and related staff training.

- Administrates the development and management of the Facilities Assessment Team. Coordinates and oversees a Facility Condition Assessment, Energy Efficiency and Retro-Commissioning Assessment, and a Facility Management Assessment studies for State-owned office buildings. The studies will evaluate, but not be limited to, the existing mechanical, electrical, plumbing, utilities, fire alarm, fire protection, and water intrusion, maintenance plans, staffing levels, and maintenance and operations procedures of the office buildings. Reviews and comment on all reports and critical items to be corrected, and the rough order of magnitude to address the costs associated with correcting any critical problems identified.
- Manages all areas of office facilities, including the Royal Oaks warehouse, Equipment Shop, and Transportation Laboratory, and leasing on a statewide basis. These services include Building Management; Facilities Support; Facilities Safety Inspection Project; Office Facilities Operations Budget; Long-Range Planning, Americans with Disabilities Act (ADA) and Hazardous Waste Program, and the Facility Seismic Retrofit Program.
- Provides direction and establishes priorities for development and implementation of the Caltrans office facilities and leasing efforts, which includes building operations and maintenance and office space facility planning.
- Ensures compliance with all laws, rules, policies and practices related to the facilities operations and planning program utilized by the State to provide a safe and healthful workplace for employees. Recommends an effective course of action to the DBFS Chief on critical facilities operations and planning issues and activities relating to the programs.
- Directs the development, preparation, and submittal of the Caltrans Five-Year Capital Outlay Infrastructure Plan and provide expert consultation advice and direction to respective Divisions/Programs involved in the preparation and development activities.
- Ensures consistency and adherence with established format and departmental and DOF preparation guidelines and procedures.
- Develops an Executive Summary highlighting the various aspects/components of the Caltrans Five-Year Capital Outlay Infrastructure Plan. Prepares annual presentation of the Caltrans Five-Year Capital Outlay Infrastructure Plan to the California Transportation Commission. Direct the development and preparation of the Caltrans' annual submittal of the Five-Year Reoccurring Maintenance Plan for office facilities.
- Directs the development and preparation of the statewide facilities operations budget, Capital Outlay budget, and the DBFS office allocations. Responsible for the oversight over millions of dollars in projects annually. Develops recommendations on specific statewide facilities operations budgetary issues. Provides direction in the development and preparation of the statewide facilities-related Budget Change Proposals, Capital Outlay Budget Change Proposals, Finance Letters, Agency Action Requests, and Department Action Requests. Provides direction in the development and preparation of Transfer of Funds to the Architecture Revolving Fund (Form 22), Facilities Project Funding Plans, Space Action Requests (Form 9), Estimate of Occupancy Costs (Form 10), and Space Planning Data (Form 4083).
- Provides expert consultation to senior management, facilities managers, and Caltrans staff relative to facilities operations and planning. Performs highly complex work on confidential, sensitive, and/or controversial issues.
- Acts as liaison between DBFS and internal and external customers/partners on facilities operations, planning, and assessment issues; facility safety, ADA and hazardous waste issues; facilities budget issues, and seismic issues. Meets with Caltrans' staff to resolve questions and concerns relative to statewide office facilities and represent Caltrans before control agencies and partners

MINIMUM QUALIFICATIONS

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

Either I

One year of experience in the California state service performing the duties of a Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or II

One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial). **And**

Current employment in a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or III

Two years of experience in the California state service performing the duties of a Staff Services Manager I.

Or IV

Experience: Five years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least two years of which must have been in a supervisory capacity. [Experience in the California state service applied toward this requirement must include two years performing the duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).] (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the state and local level; department's equal employment opportunity objectives; a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; effectively contribute to the department's equal employment opportunity 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 the State budget development process and requirements; applicable laws, rules, policies, practices and procedures related to personnel services and facilities operations and management (i.e., Governor's Office, Agency and Caltrans budget policies; State Administrative Manual; Fire and Life Safety standards; Americans with Disabilities Act; and the Uniform Building Code).
- Thorough knowledge of rules, regulations and codes pertaining to building construction and building management; i.e., knowledge of California Administrative Codes, Title 8, 17, 19, 22, 24, EPA, ADA, Federal Register, Caltrans Safety Manual and SAM.
- Knowledge of Caltrans principles and practices of employee supervision, development, and training.
- Knowledge in project management; construction performance and inspection standards; construction litigation, arbitration and mediation; and cost estimates for construction, building products and services.
- Knowledge of the State budget process, rules, and regulations pertaining to the expenditure of funds.
- The ability to formulate, implement, and manage complex statewide programs.
- The ability to analyze and interpret codes and regulations.
- The ability to make sound decisions in critical situations and make immediate decisions for effective course of action to ensure a safe and healthful work environment.
- The ability to recognize and identify existing and potential safety hazards and takes appropriate corrective measures.
- The ability to reason logically, to evaluate routine problems, alternatives and to recommend an effective course of action.
- The ability to multi-task and reprioritize workloads to meet heavy customer requirements.
- The ability to interact with contractors, co-workers and the general public and provide written and/or verbal instructions to clients.
- The ability to gain and maintain the confidence and cooperation of all parties involved.
- The ability to collect, develop, categorize, maintain and summarize information to present clear and concise correspondence, reports and technical documents; both verbally and in writing.
- The ability to oversee, plan, and supervise the work of subordinate staff.

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 exam will be used to rate candidates. Only the most qualified applicants will be invited to participate in the examination. A pool of candidates will be created for the specific position identified on this bulletin. The exam will establish a list 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: 15MSP02**
- 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 or completed State application (STD 678).
- 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 February 4, 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: Barbara White 15MSP02
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 Barbara White at (916) 227-7513.

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.