

# 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 DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING RIGHT OF WAY AGENT**

POSITION TITLE: **OFFICE CHIEF, APPRAISALS, LOCAL PROGRAMS AND RIGHT OF WAY CERTIFICATIONS  
(12 - 24 MONTHS LIMITED-TERM OR MAY BECOME PERMANENT)**

SALARY: **\$6,915 – \$7,852**

LOCATION: **SACRAMENTO - HEADQUARTERS**

FINAL FILING DATE: **FEBRUARY 10, 2015**

### DUTIES/RESPONSIBILITIES

Under the general direction of the Assistant Division Chief, the Office Chief establishes statewide policy and functionally manages, directs, and provides guidance on all Appraisal, Local Programs, and Right of Way Certification activities. The Office Chief, Appraisals, Local Programs and Right of Way Certifications is expected to develop methods appropriate and necessary to independently complete all assigned duties, responsibilities, and tasks. The Office Chief, provides staff assistance to the Headquarters Program for all matters concerning Right of Way Appraisals, Local Programs and Right of Way Certifications. The incumbent is responsible for the following: 1) develop and disseminate statewide policy through staff and consultation with regions and districts; 2) use corporate services to further the program strategic direction, mission and vision; 3) determine needs, develop and propose new programs, direction, and legislation; 4) design performance measures for the efficient use of capital and staff resources; 5) support and cooperate with regions/districts to assure application of compliance procedures.

**SUPERVISING RIGHT OF WAY AGENT  
KR30 – 4961 – 15MSP04**

**Final File Date: February 10, 2015  
Bulletin Release Date: January 20, 2015  
Department of Transportation**

Responsibilities include, but are not limited to :

- Acts as principal assistant to the Division Chief and Assistant Division Chief in all matters pertaining to Appraisals, Local Programs, and Right of Way Certifications including all items listed under “General Statement” above. Responsible for the development of business plans, business strategies, program priorities, goals and objectives including formulating policies and procedures and departmental administrative regulations required for implementation of Federal and State laws, rules, and regulations dealing with Appraisals, Local Programs, and Right of Way Certifications of the Right of Way Program. Responsible for adoption of functional performance standards and measures, and review and evaluation of corrective plans to meet performance deficiencies. Consult with district directors/managers to advise, guidance, and liaison with other Headquarters programs where required to resolve issues.
- Monitors region/district Appraisals, Local Programs, and Right of Way Certification activities for compliance with prescribed policies, procedures, and levels of service. Establishes program goals and objectives, program delivery targets, and performance measures; assesses performance; develops improvement plans, lessons learned and best practices. Develops and implements statewide policies and procedures, monitors and reports on statewide, regional, and district program objectives and project delivery. Directs the evaluation of region/district Appraisals, Local Programs, and Right of Way Certification activities against adopted performance measures for cost, timeliness, quality, and compliance. Renders decisions and makes recommendations on extremely sensitive matters.
- Interacts with Right of Way and Land Surveys District/Region Chiefs, District Directors, corporate program managers, the directorate; California State Transportation Agency, and other government and private industry representatives to obtain support in achieving program goals.
- Responsible for high-level assistance and acts as liaison between district Appraisal, Local Programs, and Right of Way Certification functions, and the Headquarters Division Chief and Assistant Division Chief. Responsible for interfacing with Headquarters Deputy Directors, Program Managers, District Directors, and District/Region Chiefs in Right of Way and Land Surveys on cross-functional and management issues.
- Serves as the Right of Way and Land Surveys Acting Division Chief or Assistant Division Chief during their absence. Represents the Division of Right of Way/Land Surveys at meetings of the California Transportation Commission (CTC).

### **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**

Two years of experience in the California state service performing the duties of a Senior Right of Way Agent.

#### **Or II**

Experience: Five years of progressively responsible experience involving all major phases of the acquisition of rights of way for governmental or public utility use, two years of which must have been in a full supervisory or administrative capacity. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class with a level of responsibility not less than Senior Right of Way Agent.) 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 of public administration including capital program, personnel management, program development, budgeting, and supervision. Goals, objectives, policies, organization and procedures of the Department of Transportation as related to right of way activities. General management principles and practices. Management problem-solving methods.

Principles of policy development and formulation of principles and practices of disseminating public information. Caltrans' safety, health, equal employment opportunity and labor relations program objectives. A supervisor's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

**Ability to:** Plan, organize, and direct or make decisions involving the work of a large Right of Way staff. Develop program direction and concepts. Establish and maintain liaison, communication, and a cooperative relationship on interdepartmental levels. Effectively contribute to Caltrans' safety, health, equal employment opportunity and labor relations program 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, experience, and education in the appraisal of real property interests for a public agency.
- Knowledge of laws, regulations, guidelines, and operating practices of Federal, State, and/or local agencies.
- Knowledge of corporate services to further the program mission and vision.
- Ability to develop and implement regulations, policy and procedural guidelines.
- Ability to plan, organize, and direct a multi-disciplinary staff.
- Ability to develop and disseminate policy through staff and consultation with regions and districts.
- Ability to design performance measures for the efficient use of capital and staff resources.
- Ability to support and cooperate with regions/district to assure application of compliance procedures.

## **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: 15MSP04.**
- 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 10, 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: Liz Ochoa 15MSP04  
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 Liz Ochoa at (916) 227-7466.

**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.*