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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, OPERATIONS AND RESOURCE MANAGEMENT,
DIVISION OF RESEARCH, INNOVATION AND SYSTEM
INFORMATION**

SALARY: **\$6,915 – 7,852**

LOCATION: **SACRAMENTO**

FINAL FILING DATE: **MARCH 20, 2015**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Research, Innovation and System Information (DRISI), a CEA B, the Staff Services Manager III (SSM III) serves as the Chief of the Office of Operations and Resource Management. The incumbent oversees the management and delivery of a portfolio of research and system information projects, products and services. This includes responsibility for management of the state and federal funds that comprise the DRISI budget programs.

The incumbent provides stewardship of the traffic collision data. Duties and activities include, but are not limited to:

- Responsible for monitoring and reporting the financial status of the portfolio of DRISI projects, products and services; the establishment, monitoring and reporting on performance measures; the development and implementation of the overall DRISI budget through tools, formulas and

standards used to estimate the resources necessary to deliver DRISI projects, products and services; working with District and Headquarters staff and external agencies.

- Represents the Division and Caltrans with the Federal Highway Administration, other state departments and local agencies and acts for the Division Chief.
- Responsible for managing the DRISI program operating budget and a portfolio of 160 active research contracts; oversees 196 program personnel service resources including management of district allocations; provides leadership and policy direction to the DRISI employees in the division; directly supervises a diverse staff of Senior Transportation Planner(s) and Staff Services Manager(s); and provides leadership for technical/administrative staff.
- Manages the statewide Transportation System Information, New Technology, and Research Resource Plans. This includes formulation of future year requirements, allocation of current year resources and monitoring of actual expenditures against budgeted plan at headquarters and across 12 districts.
- Acts as a principal consultant to the Division Chief and districts resource managers in solving current fiscal issues and planning for future needs. Oversees and is responsible for the development of tools to monitor and report resource program fund use. Responsible for the overall development and management of tools used to allocate support resources consistent with the DRISI's strategic and business plans. Responsible for the development, implementation, management, and reporting of the allocation of the overall DRISI budget by ensuring that all resources are identified, budgeted, and expended in accordance to budget requirements. Develops solutions to funding issues and facilitates decision making and implementation. Responds to internal and external requests for fiscal information about the DRISI.
- Responsible for the DRISI's overall coordination, development, monitoring and reporting of the division's organizational performance measures consistent with the Caltrans mission, vision, goals and objectives.
- Responsible for the coordination of the monitoring and reporting of the DRISI's business and financial plans, including the development of new strategic objectives and appropriate strategies for development and implementation of valid performance measures. Consistent with the Department's Goals, manages the establishment of processes, systems and methodology needed to compile, monitor and report organizational performance measures internally and externally.
- Responsible for identification, formulation and ongoing revisions to the program business plan, including new strategic objectives, appropriate strategies for implementation and valid performance measurement development; establish systems for compiling, tracking and reporting performance measures, and validating results. Oversees the various strategic and business/action planning activities related to organizational performance measures.
- Directs technical and administrative staff responsible for processing traffic collision data and submitting to the US Department of Transportation.
- Manages, organizes and directs the DRISI Communications Program. Prepares and/or coordinates development of technical briefings and articles for publications in magazines, newsletters, brochures, flyers, and annual reports. Prepares and/or coordinates development of research results, research notes, and other briefings and articles for publication in a variety of communication methods.
- Provides leadership to internal and external partners including the Federal Highway Administration, Transportation Research Board, American Association of State Highway and Transportation Officials, National Cooperative Highway Research Program and other State and national committees and boards setting and influencing transportation system data and information analysis and reporting policies and best practices.

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; state budgeting 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; and a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives.

Comprehensive knowledge of the research process and research methods and techniques. Should be familiar with the California Department of Transportation and U.S. Department of Transportation's research and deployment and data programs. Should be familiar with transportation technology applications, and with transportation system planning, development, operations and maintenance, including trends and practices. Should have knowledge of the purpose, work and publications of relevant national technical societies.

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 and other interested parties on a wide variety of subject-matter areas; gain and maintain 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; and 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:

- Experience in leading a multi-disciplinary professional staff.
- Knowledge of the Department's mission, vision, goals, programs and policies.
- Knowledge of budget processes, contract development, strategic and business planning, and administration.
- Knowledge of administration, management, and supervisory practices including personnel and equal employment opportunity.
- Ability to possess a broad and comprehensive knowledge of the Department's multi-modal transportation roles and responsibilities
- Experience in serving in a consulting and coordinating capacity with headquarters and/or district management, internal offices/functions, and external agencies.
- Experience in managing departmental programs/functions and highly visible projects.
- Experience implementing management principles with emphasis upon resource management, organizational development, and project management.
- Knowledge of federal and state regulations that apply and impact the work of the Department, and the Department's mission, goals, programs and policies.
- Ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills both internally and externally.
- Ability to develop and implement changes, improvements, and/or innovations within an organization.
- Ability to make effective presentations and competently represent the Department in front of state, federal, and local agencies
- Ability to communicate effectively, both orally and in writing.

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: 15MSP07**
- 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 March 20, 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: Gwen Ling 15MSP07
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 Gwen Ling at (916) 227-7841

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.