

# MSP



## 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 TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **DISTRICT DIVISION CHIEF OF CONSTRUCTION**

SALARY: **\$9,866 - \$11,208**

LOCATION: **DISTRICT 11 – SAN DIEGO**

FINAL FILING DATE: **APRIL 3, 2015**

MSP NUMBER: **15MSP08**

### DUTIES/RESPONSIBILITIES

Under the general direction of the Principal Transportation Engineer, the District Division Chief of Construction has responsibility within the delegations provided, for all activities of the staff within the District 11 Construction Division. Directs and administers the Department's policies and procedures and implements quality standards relating to the Department's statewide construction program. Responsible for the administration and operation of the Department's construction program within the District boundaries of San Diego and Imperial Counties. Responsibilities include, but are not limited to:

- Effectively plans, leads, organizes, and directs the activities of a multi-disciplinary construction staff to ensure the effective use of resources and the attainment of project delivery goals.

- Responsible for planning, organizing, and directing activities for construction of the District's transportation facilities. Development, direction and implementation of policies and procedures, establishment of standards and the development and implementation of work priorities.
- Responsible for timely, efficient delivery and completion of projects and services that provide maximum benefits to the traveling public on our transportation facilities, and in accordance with federal, state and local mandates.
- Involved in the resolution of highly complex or politically sensitive construction issues, administrative and personnel matters, interagency and public relations work.
- Administers the processing of claim related contract documents, advises to all levels of staff both in the office and field as necessary, on complex change orders, claim, resolution and the interface between design, operations, maintenance, project management and other district functions. Manages, tracks and monitors construction operating expenses, personal service dollars, contract funding, personnel resource allocations, staffing of projects, consultant contracts, and other resource issues. Manages the proactive resolution of construction issues through constructability reviews. Manages, tracks and monitors the delivery of materials, engineering reports and other projects including independent assurance testing. Promotes safety on the job site for Caltrans staff, contractors, employees, and the monitoring public. Approves contract change orders and related documents, overtime requests, travel expense reports, and other documents as needed. Promotes the constructive use of lessons learned from completed contracts.
- Represents Caltrans in meetings and dealings with federal, state, regional and local agencies concerning cost, schedule and scope of projects. Confers with corporate headquarters staff and other District Deputy Directors on difficult technical, budget or administrative matters, and is responsible for resolution of issues that maximize deliver of projects within scope, time and budget. Resolves highly technical and politically sensitive issues, administrative and personnel matters, and interagency and public relation challenges.
- Actively participates as a member of the District's executive management team and contributes toward the strategic planning and leadership of the District's overall program.
- Represents the District on committees, task force, steering committees and policy and advisory groups for projects and issues related to construction.

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

#### **Either I**

One year of transportation engineering experience as a senior level engineer in the California state service.

#### **Or II**

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. **and**

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

#### **Or III**

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

## KNOWLEDGE AND ABILITIES

**Knowledge of:** Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision, Caltrans EEO and labor relations objectives; a manager's role in safety, health, EEO and labor relations and the processes available to meet these program objectives.

**Ability to:** Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to Caltrans safety, health, EEO 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 candidates **demonstrated**:

- Experience in effectively managing programs and highly visible complex projects.
- 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 county staff, the Federal Highway Administration, Regional Transportation Planning agencies and elected officials.
- Knowledge of federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, programs and policies.
- Ability to develop and implement innovative and effective solutions for programs that involve the interpretation and application of complex government laws, regulations and policies.
- Depth of experience in the development and implementation of the Department's project delivery policies, procedures, standards and other factors relating to the design of transportation facilities.
- Knowledge of administration, and supervisory practices including personnel and equal employment opportunities.
- Experience in strategic planning and coordinating statewide resource distributions based upon integrated business and operational plans.
- Ability to communicate effectively, both orally and in writing; exceptional negotiating, interpersonal, supervisory, leadership and management 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)**. Only the most qualified applicants will be invited to interview. 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: 15MSP08.**
- 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 **April 3, 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 - 15MSP08  
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 (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 the California Department of Transportation, 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.*