

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
(24 MONTHS LIMITED TERM, MAY BECOME PERMANENT)**

POSITION TITLE: **CONSTRUCTION MANAGER – WILLITS BYPASS**

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

LOCATION: **DISTRICT 3 – EUREKA OR MARYSVILLE**

FINAL FILING DATE: **APRIL 6, 2015**

MSP NUMBER: **15MSP11**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, North Region Construction (a Principal Transportation Engineer, Caltrans), the incumbent serves as the high-level construction project manager for the Willits Bypass projects. The incumbent assists the Chief, North Region Construction, in planning, organizing, and managing the work of the projects assigned. The incumbent develops and administers Caltrans' policies, procedures, performance and quality standards relating to Caltrans' statewide Construction Program. Responsibilities include, but are not limited to:

- Responsible for all major decisions inherent to planning, organizing, and overseeing the phases of the Willits Bypass contracts in a timely and cost-effective manner.
- Manages the contract implementation and administration for the Willits Bypass projects and programs, for the Willits Bypass Construction projects.

- Assures the development and allocation of proper resources, as necessary, to implement and administer contracts and agreements properly, and on a timely basis.
- Represents Caltrans when participating in meetings and working with Federal, State, region and local agencies, contractors, the public, concerning the scope and content of the transportation programs, and specific projects and programs in the branch.
- Speaks in public on transportation matters pertaining to Willits Bypass projects.
- Establishes and maintains good working relationships with other districts, Headquarters management, and local jurisdictions.
- Works cooperatively with Caltrans' external customers, such as cities, counties and regional transportation agencies on politically sensitive problems and interagency and public relations work.
- Analyzes many business related situations and adopts an effective course of action within legal operational constraints.
- Provides a personal commitment to a viable quality effort, acts as role model, and utilizes quality tools on a daily basis.
- Ensures quality is incorporated in the delivery of all Caltrans' services and products. Supports the resources needed for the quality efforts.

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 candidate's **demonstrated**:

- Knowledge of organization and policy issues facing Caltrans, and the current responses to such issues.
- Knowledge of budget processes, workload development and resource management.
- Knowledge of construction contract administration and related construction law.
- Ability to successfully administer construction contracts.
- Ability to develop and implement innovative and effective solutions for transportation problems.
- Knowledge of a broad spectrum of interpersonal communication skills to address a variety of internal and external issues.
- Ability to develop and lead a multi-disciplinary staff.
- Ability to initiate, develop and maintain positive relationships with other agencies and interest groups.

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: 15MSP11**.
- 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 6, 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 (15MSP11)
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 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 the California Department of Transportation, 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.