

# 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

CLASSIFICATION:           **SUPERVISING TRANSPORTATION PLANNER**

POSITION TITLE:           **CHIEF, OFFICE OF RAIL CAPITAL PROJECTS AND OPERATIONS**

SALARY:                     **\$6,915 - \$7,852**

LOCATION:                   **HEADQUARTERS - SACRAMENTO**

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

### DUTIES/RESPONSIBILITIES:

Under the general direction of the Chief, Division of Rail and Mass Transportation (DRMT), the incumbent has the responsibility to plan, organize, coordinate, and to direct legislatively mandated rail programs. Activities undertaken at the discretion of the Department related to the administration of the DRMT's rail program include oversight of: the capital program for track, signal, stations, and maintenance facilities on publically-owned infrastructure; delivery of passenger rail projects on infrastructure owned by the Class I railroads, Trade Corridor Improvement Fund (TCIF) major projects, and the California High Speed Rail Authority (CHSRA) blended system; management of railroad at grade crossing and separation projects; and development, negotiation, and management of agreements with Amtrak and other intercity and commuter rail operators for shared, blended operations.

Duties and responsibilities include but not limited to:

- Oversees the identification, development, programming, funding, and administration of rail capital outlay projects, including station, track and signal improvements on the three State

supported intercity rail corridors; project on infrastructure owned by the Class I railroads; TCIF projects; CHSRA blended system projects; and railroad at grade crossing and separation projects. This work includes preparation of applications and requests for funding; writing and administering contracts with local agencies, Amtrak and railroads for intercity rail capital outlay projects; and overseeing administration of the Federal Rail Grant Program, including reporting functions.

- Oversees the development, negotiation, and management of new and existing agreements with Amtrak and intercity and commuter rail operators, which includes agreements, schedules, contracts, and consolidated operating plans to ensure shared, blended operations.
- Oversees the development and implementation of marketing and public relations, which is intended to promote ridership and increase revenue of State-supported intercity passenger rail and dedicated thruway bus services on the San Joaquin and Pacific Surfliner routes. Includes development and distribution of passenger information for the conventional intercity rail component of blended system.
- Acts as the Division's spokesperson in meetings with public agencies, railroads, state control agencies such as the Department of Finance and Legislative Analyst. Represents the Division in meetings with other State Departments and within the Department. Negotiates with public agencies, the Capital Corridor Joint Powers Authority, San Joaquin Joint Powers Authority, the Los Angeles – San Diego – San Luis Obispo Rail Corridor (LOSSAN) Joint Powers Authority and other recipient of funds regarding project requirements and contract deliverables associated with rail capital project.
- Supervises Rail Transportation Manager I and Senior Transportation Planner employees including managing statewide rail project work, special rail program I.
- Evaluate statutory changes and ensure project compliance with regulations established by State and Federal legislation.
- Attend community and district meetings on the impact of capital projects on the corridors.

### **MINIMUM QUALIFICATIONS**

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

#### **Either I**

One year of experience in the California state service performing transportation planning or transportation management duties in a class comparable in level of responsibility to Senior Transportation Planner.

#### **Or II**

**Experience:** Five years of responsible experience conducting difficult and complex transportation planning or research projects. One year must have been comparable in level of responsibility to work performed by a Senior Transportation Planner in the California State service. **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

### **KNOWLEDGE AND ABILITIES:**

**Knowledge of:** Caltrans' budgeting process; Caltrans' Equal Employment Opportunity (EEO) Program objectives; principles and techniques of selecting outside consultants; principles and techniques of effective supervision and personnel management; supervisor's role in safety, health, labor relations and Caltrans EEO Program and the processes available to meet these program objectives; purposes, organization and policies of Federal, State, regional and local transportation agencies; program goals and objectives of Caltrans.

**Ability to:** Work independently on complex planning projects; organize and direct the work of a staff engaged in a variety of planning activities; evaluate and monitor the work of consultants. Communicate effectively with other agencies, the public and the media; effectively contribute to Caltrans safety, health, labor relations, and EEO Program objectives. Provide direction of the analysis of transportation and environmental planning studies.

**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:

- Broad and comprehensive transportation management knowledge with an understanding of the Department's efforts to support an integrated multi-modal State transportation system.
- Knowledge of organizational and transportation policy issues that the Department is facing and its role in addressing these issues, such as the implementation of the High Speed Rail System, Intercity Passenger Rail operation, and transfer of functions when established Joint Powers Authorities assume additional management and administration.
- Ability to work cooperatively with and build partnerships internally among Caltrans' management as well as with Caltrans' partners, such as local, state and federal agencies, local rail and transit operators, industry representatives, and special interest groups.
- Knowledge of budget and contract development and administration.
- Ability to exercise leadership to motivate and inspire supervisors and staff to accomplish organizational goals and objectives.
- Ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.
- Spectrum of interpersonal communication skills (oral and written) that are necessary to address a variety of internal and external issues; ability to accomplish organizational goals and analyze personnel and politically sensitive problems and issues.

**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 positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and exam will be used to rate candidates. 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) that includes civil service titles and dates of experience. The application should specify the **classification; position title and the following MSP number: 15MSP12.**
- 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 must 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 **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: Gwen Ling (15MSP12)  
1727 30<sup>th</sup> 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 30<sup>th</sup> Street, MS-90, Sacramento, CA 95816. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*