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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: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **PROJECT DELIVERY MANAGEMENT LIAISON, OFFICE OF PROJECT DELIVERY/PROJECT MANAGEMENT (24 MONTHS LIMITED TERM, MAY BECOME PERMANENT, PENDING DOF APPROVAL)**

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

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **APRIL 7, 2015**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief Engineer (CEA C), the Supervising Transportation Engineer serves as a member of the Project Delivery Team and a high-level staff Management Liaison providing technical support to the Chief Engineer and Division Chiefs in Project Delivery on complex issues and policy matters of critical concern to Caltrans generally and to Project Delivery specifically. The incumbent is responsible for managing strategic planning efforts and the development, implementation, and monitoring of performance-based management within Project Delivery. In support of Project Delivery, the incumbent may be given occasional, short-term assignments in a District or other Headquarters Divisions. This position requires a high level of confidentiality that must be observed when addressing sensitive issues.

Duties and activities include, but are not limited to:

- Provides direct technical support to the Chief Engineer and the Project Delivery Board (PDB), which consists of the Project Delivery Division Chiefs and is sponsored by the Chief Engineer. Technical support includes understanding and facilitating the resolution of a variety of complex engineering and policy-related issues that impact the delivery of transportation improvement projects. Monitors project delivery issues and trends and prepares recommendations. In cooperation with the Division Chiefs, develops and coordinates review of policy proposals for the Chief Engineer's approval. Prepares the Project Delivery Notes newsletters based on direction from the Chief Engineer and with guidance from the Division Chiefs. Performs technical reviews of Project Delivery correspondence prior to signature by the Chief Engineer or Director's Office.
- Represents the Chief Engineer as the single focal point for presentations to the California Transportation Commission (CTC) regarding Resolutions of Necessity (RONs). Participates in the Condemnation Panel Review meetings to ensure understanding of the issues surrounding the RON request and accurately represent those to the Chief Engineer. Working collaborative with District and Headquarters management and staff, ensures that documents and presentations to be prepared by the District are complete, accurate and comprehensible to the target audience. Presents the necessity of the RON to the CTC in partnership with District management representative as appropriate.
- Serves as the primary contact in the development, reporting and monitoring of the project delivery performance measures to ensure business needs are addressed and included in the Department's overall strategic planning efforts. Coordinates the assessment process and ensures timely reporting of Project Delivery's performance measures to internal and external partners. Coordinates the development of the annual performance and innovation agreements with the Division Chiefs. Facilitates the submittal of the quarterly and annual progress reports to ensure completeness, consistency and transparency.
- Coordinates the regularly scheduled Project Delivery Advisory Committee (PDAC), Project Delivery Division Chiefs, Project Delivery Board, and various other meetings for the Chief Engineer. Ensures timely preparation and dissemination of agendas, reports and documents to be discussed at these meetings. Works with District Directors and Project Delivery Division Chiefs to ensure timely completion of action items resulting from the meetings. With the Chief Engineer, reviews issues that arise out of the PDAC or other meetings, and makes recommendations on further actions or strategies to address the issues.
- Serves as a liaison to Caltrans districts and corporate divisions, the Directorate, CTC, California State Transportation Agency (CalSTA), federal, state and local governmental entities, and private organizations and individuals in order to coordinate planning activities, project delivery, management directions and initiatives and other programmatic matters. Ensures effective and timely communications within Project Delivery, making maximum use of divisional and other Caltrans resources.
- Coordinates quarterly meetings with the Project Delivery Administrative Assistants to ensure consistency, completeness, accuracy and completed staff work in compliance with Director's Office guidelines on all correspondence. Manages the Project Delivery Meeting Facilitation Service Contract to maximize productivity in Project Delivery meetings.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Caltrans 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

Experience: 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. Department's equal employment opportunity and labor relations objectives. A manager's role in safety, health, equal employment opportunity 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 the Department's safety, health, equal employment opportunity 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 the Department's mission statement and the strategic plan utilizing knowledge of Caltrans' organization, departmental policies and financial constraints and procedures.
- Effective oral presentation and written communications skills.
- Ability to work with minimum direction and supervision, to initiate action independently, to handle multiple assignments simultaneously, to learn new tasks quickly with little or no formal training, and to be responsive to customers and management.
- Ability to effectively apply logic, creativity and motivational and negotiation skills, in concert with knowledge of project delivery and Department policies, standards and procedures in decision making processes.
- Ability to establish and maintain cooperative working relationships with state, federal and local agencies, industry advocacy groups, and the business community.

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: 15MSP14**

- 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 **April 7, 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 15MSP14
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.