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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: **OFFICE CHIEF, DES-METS-GS/OFFICE OF ROADWAY MATERIALS TESTING
(12 - MONTH LIMITED TERM, MAY BECOME PERMANENT)**

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

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **MAY 5, 2015**

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy Division Chief, Materials Engineering and Testing Services and Geotechnical Services (METS-GS), incumbent manages staff responsible for testing and inspection of flexible roadway, chemical and electrical materials, and independent assurance. Incumbent acts as a departmental representative in the fields of flexible roadway, chemical and electrical materials/product testing and inspection and independent assurance. Incumbent assists the Deputy Division Chief in developing information for special assignments. In this capacity, serves as a staff specialist on materials engineering and quality assurance issues. Duties and activities include, but are not limited to:

- Provides general supervision and direction to six branches:
 1. Hot Mix Asphalt Lab
 2. Independent Assurance and Reference Sample Program
 3. Roadway Materials Field Testing

4. Chemical Testing Lab
 5. Electrical Testing
 6. Instrumentation Services
- Manages and oversees staff involved in testing and inspection of flexible roadway, chemical and electrical materials, and independent assurance. Manages quality control and assurance inspection, sampling, and testing of materials and products for compliance with contract requirements to be used in construction operations and maintenance of transportation facilities. Monitors projects under construction and confers with resident engineers as to the quality of construction; provides guidance to resident engineers in the settlement of claims; acts as a consultant to the Department and other state and local agencies on materials used in roadways, bridges and other structures.
 - Directs special studies and investigations for flexible roadways within California. Manage the transfer of new and developing materials engineering, testing procedures and test methods through training of and consultation with appropriate Department personnel. Provides direction and develops and implements policies, programs, standards, and concepts for flexible roadways.
 - Acts as one of the principal assistants to the Deputy Division Chief identifying branch program needs. Establishes and reviews work and project priorities. Establish resource budgets and monitors expenditure levels; maintains knowledge of departmental program direction and policy; evaluates, selects and develops personnel to carry out the programs of the office; provides engineering expertise in the structural materials field on technical committees and conferences, hearings, and legal actions on behalf of the Department.
 - Ensure all Branch Chiefs and staffs perform their duties in accordance with the Compliance Management Plan (CMP). Implement and manage all CMP requirements, including the Master Resolution List (MRL) and Document Control systems. Consistently monitor CMP supervisor(s) and staff performance to ensure compliance with all internal controls, Caltrans policies and directives, performance measurements, quality assurance provisions and accountability standards. Implement measures to identify CMP failure points, correct all failures in a timely manner, and provide training as needed, while maintaining a focus on continuous improvement.
 - Participates in an advisory role in the development of structural and roadway materials, processes, products and methods through maintaining close contact with other agencies (public and private) and participation in national and international professional and technical organizations.

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 state, federal, and local laws and regulations that govern the Department and Division of Engineering Services.
- Knowledge of administration, management, supervisory practices including personnel and equal employment opportunity.
- Knowledge of the Department's mission, vision, goals and programs.
- Ability to strategize solutions on issues as they relate to: Project Management, Design, Construction and Materials Engineering.
- Ability to serve as a liaison between the Division of Engineering Services and the districts in providing interpretation and clarification of specific instructions, policies, standards and practices.
- Ability to supervise a multidisciplinary staff with diverse disciplines including laboratory staff that perform design phased materials testing and construction acceptance in support of project delivery and emergency response.
- Ability to determine and establish quality procedures, standards and/or specifications including American Association of State Highway Transportation Officials (AASHTO), American Society for Testing Materials (ASTM), and California Test Methods and Lab Procedures.
- Ability to maintain effective working relationships with internal and external partners represent the Department and serve in a consulting and coordinating capacity with other departmental functional areas.
- Ability to analyze complex and/or sensitive transportation-related issues and recommend an effective course of action including specifying quality requirements of materials and the interpretation and implementation of AASHTO and ASTM testing requirements.
- Ability to apply interpersonal, supervisory, leadership, and management skills, including excellent oral and written communication skills, diplomacy, tact, and negotiating skills with an ability and willingness to proactively work in a rapidly changing environment.
- Ability to administer an engineering program, analyze and implement administrative policies and organizational procedures.
- Ability to determine whether materials or construction comply with specifications, accurately judge the quality of engineering construction work, test and appraise the quality and suitability of construction material.

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: 15MSP15**
- 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 **May 5, 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 15MSP15
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.