

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

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS

CLASSIFICATION: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **OFFICE CHIEF, BRIDGE, BOND AND SAFETY PROGRAMS**

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

LOCATION: **HEADQUARTERS – SACRAMENTO**

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

MSP NUMBER: **15MSP16**

DUTIES/RESPONSIBILITIES

Under the general direction of the Division Chief, Division of Local Assistance, a CEA, the Supervising Transportation Engineer is responsible to ensure the Local Assistance Program is compliant with the accountability requirements of the Proposition 1B and related legislations. The Office Chief is responsible for the administration, management and implementation of the Highway Bridge Program (HBP), Highway Safety Improvement Program (HSIP) and State Local Partnership Program (SLPP) consistent with all federal, local, and state requirements. The Office Chief is responsible for the management, and reporting of local assistance projects within the Transportation Corridor Improvement Fund (TCIF), Local Bridge Seismic Retrofit Program (LBSRP) and Traffic Light Synchronization Programs (TLSP).

Responsibilities include, but are not limited to:

- Works closely with local agencies, Federal Highway Administration (FHWA), Metropolitan Planning Organization (MPO), Regional Transportation Planning Agency (RTPA), California

Transportation Commission (CTC) staff, Division of Programming, Division of Planning, Division of Traffic Operations, Division of Budgets - Federal Resources and districts to influence the development of policy that impacts Local Assistance Programs funded with Proposition 1B.

- Establishes policy guidance and assistance in all aspects for the implementation of the HBP, LBSRP and HSIP to ensure compliance with all state and federal requirements. Works cooperatively with FHWA, CTC staff, HBP and HSIP Advisory Committee, cities and counties to establish policies. Develops the list of projects to be programmed in the Federal Transportation Improvement Program (FTIP) in accordance with the established policies.
- Establishes implementation guidance and assistance in all aspects for the implementation of the SLPP to ensure compliance with all state legislation and CTC guidelines. Works cooperatively with CTC staff, Proposition 1B Bond Program Manager, cities and counties to establish such policies. Track, monitor and report the delivery of the SLPP
- Develops processes and reports so that the Division of Local Assistance (DLA) is in compliance with all the accountability requirements set forth by the Governor's Executive order S-02-07, Senate Bill 88 and any other future legislation related to Proposition 1B Bond. Responsible for the development and timely submittal of reports to legislature, CTC, Department of Finance and other functional units within Caltrans.
- Assists the Divisions of Planning and Traffic Operations in establishing implementation guidance and delivery for the TCIF and TLSP to ensure compliance with all state legislation and CTC guidelines. Works cooperatively with DLA staff, CTC staff, Proposition 1B Bond Program Manager, Division of Planning, Division of Traffic Operations, cities and counties to establish such guidance. Tracks, monitors and reports the delivery of the local assistance projects in the TCIF and TLSP.
- Monitors the resource needs statewide for Local Assistance Program for the implementation of HBP, HSIP, and Proposition 1B Bond. Recommends resource allocations. Assists in preparation of Budget Change Proposals and Finance Letters as needed.

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 leading a cross functional team involving local partners.
- Ability to negotiate and build consensus on sensitive issues with external partners.
- Knowledge of the organization and functions of various transportation planning agencies (Metropolitan Planning Organizations, Regional Transportation Planning Agencies, California Transportation Commission) and their relationship to Caltrans, FHWA and the local agencies.
- Experience and knowledge in various federal and state funding available for transportation projects and related legislations and requirements.
- Experience in speaking and representing Caltrans before large audiences.
- Experience in managing a large funding program which includes developing policies and procedures and tracking project delivery.
- Ability to supervise and manage a large group of multidisciplinary staff.

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: 15MSP16**.
- 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 **May 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: Barbara White - 15MSP16
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 Barbara White (916) 227-7513.

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.