

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: **PRINCIPAL BRIDGE ENGINEER**

POSITION TITLE: **DEPUTY DIVISION CHIEF, STRUCTURE POLICY AND INNOVATION (STATE BRIDGE ENGINEER)**

SALARY: **\$10,839 - \$12,312**

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **JUNE 25, 2015**

MSP NUMBER: **15MSP25**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Engineering Services (DES), the Deputy Division Chief, Structure Policy and Innovation (SPI), (State Bridge Engineer), a Principal Bridge Engineer is accountable for corporate products, policies, guidance materials and services for bridges and structures. The incumbent is committed to an active partnership with the internal and external stakeholders involved in the management of California bridges and structures. Through an integrated management approach, Caltrans and its partners can more effectively address California's bridges and structures needs to best serve the traveling public; and ensure products provided by DES and consultants, conform to policy standards and guidance.

Responsibilities include, but are not limited to:

- Provides statewide direction and control of all bridges and structures standards, California Amendments, specifications, policies, guidelines, as well as State and Federal laws applicable to Caltrans. Formulates, reviews, recommends and oversees the implementation of new structures policies, specifications, criteria and procedures. Interprets and recommends revisions to established policies and practices for project specific design exceptions and to meet the goals and objectives of the California Bridges & Structures Strategic Direction.
- Oversees the management of the Caltrans structures seismic safety program, including the development, revision and update of the Seismic Design Criteria, and interpretation of structural seismic design methods, procedures and policies, standards, specifications, and details. Provides expert advice and policy interpretation for bridge type selection decisions, seismic retrofit strategies, and project specific design criteria. Manages, plans, develops and executes the DES research program. Update earthquake and bridge engineering standards to reflect the latest research.
- Manages the development, maintenance, research, and support of structures specifications and bridge engineering software used by California bridge engineers. Leads the DES Quality efforts to develop and maintain a Quality Management Plan in accordance with ISO 9001 and Caltrans Standards; oversees the DES independent quality assurance procedures and database for all new and modified guidance material to ensure consistency and relevancy of new guidance materials.
- Manages the development, maintenance and implementation of the Standards and guidance such as Bridge Standard Provisions, Non-Standard Special Provisions, California Amendments, Memo to Designers, and Bridge Design Aids for the structural design and construction support of non-standard ancillary structures on the State Highway System including, but not limited to, highway sign structures, bridge barriers and railings, sound walls, retaining walls, bridge joints, bridge bearings, culverts and underground structures.
- Serves as the Chair of the Caltrans Structure Policy Board. Oversees the development and signs Structure Policy Directives on behalf of the board.
- Collaborates with Caltrans executives in determining project delivery objectives, workload projections, resource allocations, and budget redirections. Advises districts, external stakeholders and the Division of Design regarding changes to structures policies, specifications, and practices.
- Oversees the development and delivery of training needed to carry out goals and objectives of the Department to ensure the uniformity of implementation of structure policy and standards.

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

Experience: One year of structure engineering experience as a Supervising Bridge Engineer in the California state service; OR one year of managerial experience in the California state service equivalent in level of responsibility to a Supervising Transportation Engineer and two years of structure engineering experience as an Associate Bridge Engineer or higher in the California state service.

Or II

Experience: Four years of structure engineering experience as a Senior Bridge Engineer in the California state service; OR four years of supervisory experience equivalent in level of responsibility to a Senior Transportation Engineer and two years of structure engineering experience as an Associate Bridge Engineer or higher in the California state service.

Or III

Experience: Broad and extensive (five or more years) structure engineering experience in the design, construction and maintenance inspection of bridges or major transportation-related structures with responsibilities comparable in level of responsibility to a Senior Bridge Engineer or higher in the California state service. [Two years of the experience applied to this pattern must include: (a) one year of bridge design, construction or maintenance inspection experience comparable in level of responsibility to a Senior Bridge Engineer in the California state service, and (b) one year of experience in a supervisory capacity comparable in level of responsibility to a Supervising Bridge Engineer in the California state service.]

KNOWLEDGE AND ABILITIES

Knowledge of: Purposes, organization, policies, and procedures of State agencies responsible for bridge and transportation-related structure planning and construction; economics of structure design and financing; methods of design and construction of the various types of bridge and transportation-related structures; modern highway standards of grade and alignment; maintenance of bridge and transportation-related structures; principles and techniques of personnel management and supervision; State and Federal laws applicable to the Department of Transportation and the Division of Structures; the Department's equal opportunity and labor relations program objectives; a manager's role in the safety, health, equal opportunity and labor relations programs and the processes available to meet these program objectives; basic safety practices contained in the California Code of Regulations, Title 8 Industrial Relations, Construction Safety Orders and the General Industry Safety Orders regarding personal protective equipment.

Ability to: Plan, direct, and coordinate the work of a large engineering staff; formulate and administer departmental programs and policies; exhibit tact and diplomacy; analyze situations accurately and adopt an effective course of action; work successfully with others to gain their respect and confidence; prepare comprehensive reports and initiate correspondence; address an audience effectively; effectively contribute to the Department's safety, health, equal 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 Caltrans' mission, vision, goals, programs and policies.
- Knowledge and experience in the application and evaluation of structure design and construction standards, rules, policies, methods and procedures as it relates to transportation structures.
- Knowledge of the Department's project delivery and management processes and the role the Division of Engineering Services has in those processes.
- Knowledge of principles and experience related to transportation projects, portfolio management, quality management and project delivery.
- Ability to manage a large budget, a complex program and set performance measures to assure accountability.
- Ability to supervise a multi-disciplinary professional staff; initiate and maintain positive working relationships with internal and external partners and customers; participate in public forums; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.

- Ability to communicate effectively, both orally and in writing and to make effective presentations and competently represent Caltrans before state, federal and local agencies, industry advocacy groups and the business community in structure design and seismic safety matters.
- Ability to analyze complex and/or sensitive transportation structure issues and recommend effective courses of action and oversee implementation.
- Ability to develop and implement organizational improvements and/or innovations.

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: 15MSP25**
- 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 **JUNE 25, 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: Liz Ochoa 15MSP25
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 Liz Ochoa at (916) 227-7466

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.