

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: **DEPUTY DISTRICT DIRECTOR, MAINTENANCE & OPERATIONS (PENDING DHR APPROVAL)**

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

LOCATION: **DISTRICT 5 – SAN LUIS OBISPO**

FINAL FILING DATE: **JULY 9, 2015**

DUTIES/RESPONSIBILITIES

Under minimal direction of the District Director, the Deputy District Director of Maintenance and Operations plans, organizes, directs and monitors the activities of the Maintenance and Operations Division. Receives general initial instructions and policy guidance from both the District Director and the Headquarters Maintenance and Operations Division Chiefs, but is personally responsible for managing programs under assigned functions. Provides status and recommendations to District Director on policy matters and statewide priorities of HQ Programs related to maintenance and traffic operations. Incumbent plans, assigns and checks work of senior staff; gives instructions; maintains discipline; maintains an atmosphere of high morale; makes decisions and offers guidance and direction on difficult technical and administrative issues in connection with delivering highway maintenance and traffic operations services to internal and external customers and stakeholders. Makes regular presentations to the public; represents the department on policy matters; prepares correspondence and reports; and acts as the District Director for District 5 as needed.

Duties and activities include, but are not limited to:

- Establishes District policy, procedure, and evaluation criteria that ensure District Maintenance and Operations activities are performed within Caltrans policy direction and program goals. Participates in the development and implementation of operational policies of Caltrans. Provides direction in resolving maintenance, traffic, and permit problems in the District. Supports the District Director and the Deputy District Directors in administering the overall program goals of the District and Caltrans.
- Responsible for the management of the Maintenance and Operations budgets which are approximately \$25-\$30 million for personal services and \$20-\$25 million for operating expenses.
- Ensures that all laws and departmental policies pertaining to expenditures of public funds are adhered to. Responsible for the overall development and management of the District 5 Ten-Year SHOPP and Four-Year SHOPP, Minor Program and for the District's 5-year Highway Maintenance Programs.
- Implements and supports Task Management by assigning functional managers as appropriate for all project tasks, ensuring functional managers perform their responsibilities, including the planning and monitoring of budgets and schedules while producing quality services and deliverables and reporting progress status through the District's earned value management tool.
- Develops policies and procedures for monitoring and performance of the existing highway system and recommends operations projects to improve the performance of the state highway system; manages traffic for construction and maintenance activities, incidents, and special events. Develops policies for district activities on truck related issues.
- Develops performance goals, new initiatives and objectives for District Maintenance and Operations to encourage performance consistent with Departmental, District, and Program Mission, Vision, and Goals. Implements and supports Risk Management by signing off at each capital project's accountability check points, accepting the disposition of risks identified in project risk registers, and ensuring that functional units communicate to Project Managers/Project Development Teams and update their risks throughout each project's life cycle.
- Develops, coaches and trains staff through effective leadership, delegates work assignments, appraises performance of subordinates, and determines training needs.

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. Evaluate 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 methods of maintaining highways and protecting traffic highway economics and financing; contract administration and construction methods; laws, regulations and policies affecting both encroachment and special funded projects costing less than one-million dollars.
- Knowledge of and experience in highway design and construction.
- Ability to take intelligent risks and to support staff in taking intelligent risks; anticipate the implications and consequences of situations and decisions, and prepare for possible outcomes.
- Ability to build and strengthen coordination with Caltrans' internal and external partners including other programs, districts, city, county and regional agency staff and officials, the FHWA, other state agencies including the California Highway Patrol, industry advocacy groups and the business community.
- Ability to support, promote, and ensure alignment with Caltrans' Mission, Vision and Goals, and promote performance based decisions.
- Experience and ability to supervise and lead teams, delegate responsibility, and manage complex projects.
- Ability to participate in public forums representing Caltrans; communicate effectively, orally and in writing, represent Caltrans in internal and external forums, including contacts with the elected officials, agency officials and the general public.
- Ability to effectively apply logic and creativity in decision making processes, and successfully apply negotiation and motivation skills.
- Ability to anticipate the implications and consequences of situations and decisions, and take appropriate action to be prepared for possible contingencies.
- Knowledge of budget process, workload development and resource management.

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: 15MSP29**

- 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 **July 9, 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 15MSP29
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.