

# 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 RIGHT OF WAY AGENT**

POSITION TITLE: **OFFICE CHIEF, ACQUISITION, LOCAL PROGRAMS AND RAIL ROADS**

SALARY: **\$6,915 – \$7,852**

LOCATION: **DISTRICT 7 – LOS ANGELES**

FINAL FILING DATE: **JULY 22, 2015**

### DUTIES/RESPONSIBILITIES

Under the general direction of the District 7 Deputy District Director of Division of Right of Way, the Supervising Right of Way Agent is responsible as the District Right of Way single focal point for the supervision of a team of professional and technical staff to achieve the most effective use of resources for Right of Way Acquisition, Condemnation, Rail Roads, and Local Program project delivery functions.

Responsibilities include, but are not limited to :

- Acquisition and Condemnation – Plans, organizes and directs the team through the team leaders who are responsible for acquiring properties vested in individuals, corporations, railroad and partnerships on all projects. The Office Chief directs the team leaders and teams responsible for preparation of condemnation documents and interaction with legal to facilitate possession of required property rights. Serves as primary point of contact with headquarters right of way in these areas.

- Oversees and directs the required negotiation activities to process agreements with railroad and other property owners relating to the acquisition of properties needed for highway projects or department uses in the District, as well as on projects for those counties, local agencies, cities and districts with whom we have cooperative agreements to implement acquisition programs.
- Responsible for the oversight and coordination of all Right of Way Condemnation activities including collaboration with others to include: CTC Resolution process; legal liaison activities; project delivery target date coordination and expert witness contract management.
- Insures compliance with legal statutes state and federal statutes and regulations and Caltrans policy and procedures regarding acquisition, condemnation and Expert Witness Contract Management.
- Responsible for effective written and verbal communication with state attorneys and project delivery units, Planning and Management, HQ's Right of Way, Accounting and Legal Division in order to meet deadlines and successfully complete all assigned tasks.
- Responsible for management of initiating condemnation deposit requests, contracts, and miscellaneous expenses associated with pre-trail preparation. Including fees for court reporters, jury fee, legal services, advertising for service, expert witness fees, court exhibits, etc. Incumbents elevate any delays or problems to the District Deputy Director of Division of Right of Way in order to prevent or mitigate risk to project delivery schedules.

### **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.

#### **Either I**

Two years of experience in the California state service performing the duties of a Senior Right of Way Agent.

#### **Or II**

Experience: Five years of progressively responsible experience involving all major phases of the acquisition of rights of way for governmental or public utility use, two years of which must have been in a full supervisory or administrative capacity. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class with a level of responsibility not less than Senior Right of Way Agent.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles of public administration including capital program, personnel management, program development, budgeting, and supervision. Goals, objectives, policies, organization and procedures of the Department of Transportation as related to right of way activities. General management principles and practices. Management problem-solving methods.

Principles of policy development and formulation of principles and practices of disseminating public information. Caltrans' safety, health, equal employment opportunity and labor relations program objectives. A supervisor's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

**Ability to:** Plan, organize, and direct or make decisions involving the work of a large Right of Way staff. Develop program direction and concepts. Establish and maintain liaison, communication, and a cooperative relationship on interdepartmental levels. Effectively contribute to Caltrans' safety, health, equal employment opportunity and labor relations program 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**:

- The Department's Strategic Plan, its purpose, mission, vision, and goals, together with its organization, policies and procedures.
- Managing the application of state and federal laws and regulations relative to the Right of Way activities.
- Knowledge of the principles of public administration, personnel management, program development, budgeting, supervision, and setting performance measures to assure accountability.
- Knowledge of real estate principles, real estate financing, and guidelines pertaining to acquiring property for public use, principles of appraisals, condemnation, relocation assistance, disposal of real property for public use.
- Knowledge of property values, of deed and tract restrictions, zoning ordinances, setbacks, tax and improvements, assessments, easements, and encroachments, common methods of describing real property, policies, procedures, and functions of the California Transportation Commission.
- Understanding of the department's role and responsibilities in assisting local public agencies in their administration of right of way activities.
- Broad and comprehensive knowledge of the Right of Way functional programs for application under the district's Local Assistance Program.
- Knowledge of railroad acquisitions/condemnations, and railroad service agreements.
- Knowledge of the implementation and application of Risk Management.
- A manager's role in safety, health and wellness and labor relations and the processes available to meet these program objectives.
- Ability to supervise a multi-disciplinary professional staff, participate in public forums, represent the Department in advanced right of way transportation systems matters, and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Ability to effectively apply logic and creativity and use a variety of techniques to productively resolve problems relating to functions supervised; present ideas and information effectively, write/review, edit complex written reports; establish project priorities, and maintain schedules.
- Ability in decision-making processes and successful application of motivational and negotiating skills, and sensitive situations of technical and political nature and arrive at workable solutions, while maintaining Department and District goals and credibility, positive relationships with Headquarters, other Districts, the Federal Highway Administration, other governmental bodies, and the public.
- Ability to maintain liaison, communication, and cooperative relationship on interdepartmental levels, make effective oral presentations at meetings, hearings, and public functions.
- Ability to analyze and resolve highly complex or politically sensitive problems, as well as interagency and public relations issues, administrative and personnel matters in establishing objectives and allocating staff resources.

## 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: 15MSP31.**
- 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 22, 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 (15MSP31)  
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 30<sup>th</sup> Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.*