

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, CONSTRUCTION CONTRACT AWARDS**

SALARY: **\$10,192 - \$11,578**

LOCATION: **HEADQUARTERS – SACRAMENTO**

FINAL FILING DATE: **AUGUST 17, 2015**

MSP NUMBER: **15MSP33**

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy Chief, Division of Engineering Services-Office Engineer (Principal Transportation Engineer, Caltrans), the Office Chief, Construction Contract Awards directs the activities of the Office of Construction Contract Awards, and is responsible for the processing of bridge and transportation related construction contracts from submittal through bid opening, award and approval. Provides general supervision for bid analysis and reports units.

Responsibilities include, but are not limited to:

- Ensures scheduling and award of construction contracts is in conformance with the Public Contract Code, Code of Federal Regulations, the Standard Specifications and Contract Special Provisions as delegated by the Office Engineer. Directs contract scheduling, bid opening and bid verification activities to determine the lowest responsible bidder. Directs responses to bid protests, reviews requests for relief of bid and recommends approval or denial to the Office Engineer, reviews requests to reject bids for approval by the Chief, Division of Engineering Services and approves

requests for subcontractor substitution. Works with the districts, the Office of Business and Economic Opportunity, Legal Division and Division of Construction as necessary to resolve contract award issues. Obtains FHWA concurrence in award for non-delegated high profile federal aid contracts. Confirms contract execution and approval. Directs the confirmation of funding necessary to award construction contracts and obtains authorization from the Divisions of Budgets and Accounting. Facilitates bidder responsibility hearings as necessary.

- Directs the following: preparing contract advertisements, preparing the final engineer's estimate, obtaining the district award recommendation; confirming the contract allotment and payment authorization; administering the Subletting and Subcontracting Fair Practices Act, the Small Business Procurement Contract Act, the Contractor's license law and the Public Contract Code.
- Directs report preparation for advertising, bidder activity, contract awards, disadvantaged business enterprise, disabled veteran business enterprise and small business enterprise commitments at contract award, construction cost index, contract progress, and ad hoc reports.
- Chairs the Good Faith Effort Reconsideration Committee hearings when bidders appeal no good faith findings by the Office of Business and Economic Opportunity.
- Directs the monitoring of construction bidding practices and operations to detect and prevent collusion among the bidding construction contractors.
- Analyzes legislation impacting the construction contract process and develops new legislation to improve the process.

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.

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. Candidates who meet the qualifications will be admitted into the examination process.

The first step in the examination process is the Position Specific Qualifications Evaluation, which is the appraisal of an applicant's Examination/Employment Application (STD. 678) and Statement of Qualifications. Applicants who achieve a passing score of 70% or higher on the Position Specific Qualifications Evaluation will be invited to the interview portion of the examination. The interview portion of the examination will establish an eligible list including the ranking of each candidate. Candidates will be notified in writing of their examination results.

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**:

1. Knowledge of the Department's Mission, Vision, Goals, Values and Strategic Management Plan with regards to project deliver and construction contracting.
2. Knowledge of administration, management, supervisory practices including personnel and equal employment opportunity.
3. Knowledge of Caltrans' planning, programming, workload development, project development, and project management processes and the role Division of Engineering Services – Office Engineer has in these processes.
4. Ability to serve as a liaison between the Division of Engineering Services—Office Engineer and the districts in providing interpretation and clarification of laws, policies, and business practices related to construction contracting.
5. Ability to maintain effective working relationships with internal and external partners.
6. Ability to supervise a professional staff; initiate and maintain positive working relationship with internal and external customers; and serve in a collaborative capacity with corporate and line functions.
7. Ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.
8. Ability to use performance measures to assure accountability.
9. Ability to develop and implement operational and strategic improvements on issues related to project delivery and construction contracting.
10. 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.
11. Ability to determine whether construct contract bids comply with bidding requirements and accurately judge the quality of bid evaluations.

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: 15MSP33**.
- 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 **August 17, 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 - 15MSP33
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 (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 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.