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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 PLANNER**

POSITION TITLE: **CHIEF, OFFICE OF RAIL PLANNING AND OPERATION SUPPORT**

SALARY: **\$7,088 - \$8,048**

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **SEPTEMBER 3, 2015**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Rail and Mass Transportation, the incumbent has the responsibility to plan, organize, coordinate, and direct legislatively mandated rail programs. Activities undertaken by the department related to the administration of the Division of Rail and Mass Transportation's rail program include oversight of the California State Rail Plan, coordination of California's intercity rail services, capital programs for track, signal, stations, and maintenance facilities, and oversight of capital improvement programs that improve rail infrastructure owned by the Class I railroads and regional partners; working closely with the three state supported rail Joint Powers Authorities (Capitol Corridor Joint Powers Authority, San Joaquin Joint Powers Authority and the LOSSAN Joint Powers Agency).

Duties and activities include, but are not limited to:

- Oversees the offices responsible for the development of the California State Rail Plan, support of intercity rail operations performed by joint powers authorities, and rail capital outlay projects for

station, track and signal improvements with the management of the programming needed along with the administration of contracts with local agencies, Amtrak and various railroads.

- Oversees the administration of the Uniform Performance Standards for Intercity Rail Passenger Services and provides support for the Joint Powers Authorities and their agreements for intercity passenger services, also coordinates with all rail operators to ensure integrated operations across the State.
- Oversees the coordination and management of Intercity Rail Working Groups. Working Groups are intended to coordinate planning and ensure the integration efforts on all intercity corridors as to promote ridership and increase revenue for all state-supported intercity passenger rail and dedicated thruway bus services.
- Acts as the Division's spokesperson in meetings with public agencies, railroads, state control agencies such as the Department of Finance and Legislative Analyst. Represents the Division in meetings with other State Departments and within the Department. Negotiates with public agencies such as the Capitol Corridor Joint Powers Authority, San Joaquin Joint Powers Authority, the LOSSAN Joint Powers Agency and other recipients of State funds regarding project requirements and contract deliverables associated with rail capital projects and operations.
- Supervises Senior Transportation Planners and Rail Transportation Manager I employees including managing statewide rail project work, special rail program studies, evaluating work performance, reviewing and approving or denying requests related to personnel matters.
- Develops and manages the budget for the Office of Rail Planning and Operations Support.
- Develop standards and contract procedures and ensures all staff follows procedures and guidelines.
- Assists the Chief, Division of Rail and Mass Transportation in the development of policy to be used in the programming, funding, and implementation of intercity rail capital projects on the three State-supported intercity rail corridors.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with Caltrans and meet the following qualifications by the final filing date in order to participate in this examination.

Either I

One year of experience in the California state service performing transportation planning or transportation management duties in a class comparable in level of responsibility to Senior Transportation Planner.

Or II

Experience: Five years of responsible experience conducting difficult and complex transportation planning or research projects. One year must have been comparable in level of responsibility to work performed by a Senior Transportation Planner in the California State service. **and**

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

KNOWLEDGE AND ABILITIES

Knowledge of: Caltrans' budgeting process; Caltrans' Equal Employment Opportunity (EEO) Program objectives; principles and techniques of selecting outside consultants; principles and techniques of effective supervision and personnel management; supervisor's role in safety, health, labor relations and Caltrans EEO Program and the processes available to meet these program objectives; purposes, organization and policies of Federal, State, regional and local transportation agencies; program goals and objectives of Caltrans.

Ability to: Work independently on complex planning projects; organize and direct the work of a staff engaged in a variety of planning activities; evaluate and monitor the work of consultants. Communicate effectively with other agencies, the public and the media; effectively contribute to Caltrans safety, health, labor relations, and EEO Program objectives. Provide direction of the analysis of transportation and environmental planning studies.

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 candidate's demonstrated:

1. Knowledge of state and federal laws and regulations that govern the Department and Division of Rail and Mass Transportation.
2. Knowledge of the Department's mission, vision, goals and programs.
3. Ability to serve as a liaison between the Division of Rail and Mass Transportation with Joint Powers Authorities, California High Speed Rail Authority, Regional Rail Owners, Class 1 Railroads and Districts in the Department's support for an integrated multi-modal State transportation system
4. Ability to accurately analyze facts, data and situations, use a variety of problem-solving techniques, develop new and innovative ideas, recommend solutions for improvements, and adopt an effective course of action under tight deadlines.
5. Ability to supervise a multidisciplinary staff with diverse disciplines and the Ability to lead and inspire cross-functional teams, resolve conflicts, delegate responsibility, manage complex projects, tasks and issues, and work effectively with others as an interdisciplinary team member.
6. Experience in effectively managing State projects in a lead-person or higher role.
7. Broad and comprehensive knowledge of Caltrans' multimodal transportation vision along with the integration of State, Federal and Caltrans' policies toward this effort.
8. Ability to communicate effectively both orally and in writing, and be able to assist in training staff members in the skills and techniques necessary to perform their duties.
9. Knowledge of Caltrans Equal Opportunity Policy and the employee's role in implementing the policy

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: 15MSP37**
- 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 **September 3, 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 15MSP37
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.