

# 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 BRIDGE ENGINEER**

POSITION TITLE: **AREA CONSTRUCTION MANAGER**

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

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **SEPTEMBER 21, 2015**

### DUTIES/RESPONSIBILITIES

This position reports to the Division of Engineering Services Deputy Division Chief, Structure Construction. The incumbent has responsibility for coordinating and managing all Structure Construction activities within their assigned area. The Area Construction manager (ACM) handles complex and often controversial technical engineering and administrative problems; represents Caltrans at meetings, public hearings, conferences; prepares correspondence and reports. The incumbent must maintain a valid certificate of registration as a civil engineer in California.

Duties and activities include, but are not limited to:

- Manages the work of approximately 50 (state and consultant) field engineers and technicians performing inspection and oversight of structure projects with a capital budget of more than \$800,000,000; manages all structure construction activities in districts 03(South) and 10(North), an extensive [urban and rural] geographical area; provides direct supervision to 4 to 6 senior bridge engineers.

- Exercises administrative supervision: delegates and assigns work; appraises performance of subordinate staff; monitors productivity and work flow; coordinates unit activities and personnel utilization; provides periodic review of projects as work progresses to assure compliance with plans and specifications, structural adequacy of temporary structures used for construction and public and employee safety.
- In a team capacity, coordinates with Structure Construction(SC) Management to assure maximum and efficient utilization of staff and other resources.
- Effectively participates in negotiation, administration, planning, claims, Board of Review and engineering meetings as SC's representative.
- Provides liaison between the construction projects and SC HQ, other Division of Engineering Services (DES) units the districts, and other State or outside agencies. Acts as a liaison between SC and the Emergency Operation Centers (EOC) during emergencies.

### **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 structure engineering experience as a Senior Bridge Engineer in the California state service.

#### **Or II**

**Experience:** One year of experience equivalent in level of responsibility to a Senior Transportation Engineer in the California state service AND at least two years of structure engineering experience as a Transportation Engineer (Civil), Range D, or higher in the California state service.

#### **Or III**

**Experience:** Board and extensive (five or more years) engineering experience in the design, construction and maintenance inspection of bridges, major transportation-related structures, or transportation-related buildings. [Three years of the experience applied to this pattern must include: (a) one year of bridge design, construction, or maintenance inspection experience, and (b) two years in a supervisory capacity comparable in level of responsibility to a Senior 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. Department's equal opportunity and labor relations program objectives. 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.

### **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 and experience in the application and evaluation of structure design and construction laws, rules, policies and procedures as it relates to transportation structures.
2. Knowledge and experience in supervisory and management skills and responsibilities including workload balancing, employee safety, employee development, equal employment opportunity policies and employee conduct and discipline.
3. Knowledge and involvement in the estimating, negotiating and development of project support resource needs.
4. Knowledge and experience in managing project support resources (PY's and PYE's) and Operating Expense (Travel and Training), and Personal Services (Overtime) allocations.
5. Ability to communicate effectively, both orally and in writing including technical reports, group presentations and effective negotiating skills.
6. Ability to 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.
7. Ability to initiate and maintain positive and effective working relationships with internal and external partners and customers, participate in public forums representing Caltrans; serve in a consulting and coordinating capacity with other departmental functional areas.
8. Ability to interpret and implement Caltrans mission and goals and applicable performance measures.

### **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: 15MSP39**
- 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 21, 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 15MSP39  
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 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.*