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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: **STAFF SERVICES MANAGER III**

POSITION TITLE: **ASSISTANT DIVISION CHIEF, DISCIPLINE SERVICES, OFFICE OF DRIVER CERTIFICATION AND SUBSTANCE TESTING AND LABOR RELATIONS**

SALARY: **\$7,088 – \$8,048**

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **OCTOBER 1, 2015**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Safety and Management Services, the Assistant Division Chief has responsibility for the Office of Discipline Services (ODS) and Office of Driver Certification and Substance Abuse Testing (ODCAST) and the Office of Labor Relations (LR). The incumbent provides leadership to staff who are responsible for the development, management, and implementation of the Department's statewide progressive discipline and Labor Relations programs, ensuring adherence to the highest legal and ethical standards. The incumbent provides oversight and direction to the Department's ODS, ODCAST and LR offices and may represent the Department at SPB hearings, Labor Arbitrations, Unfair Practice hearings, Bargaining Negotiations and Meet and Meet and Confers. The incumbent oversees the development of work standards, monitors the attainment of those standards, establishes consistent work processes, and ensures the development of a customer service-oriented office.

Responsibilities include, but are not limited to:

- Manages and oversees the Department's statewide progressive discipline and Labor Relations offices. Directs staff in the preparation of disciplinary and non-punitive administrative actions, and grievance responses ensuring compliance with applicable case law, statutes, and regulations. Consults with executive management statewide on the most complex and sensitive formal actions and determines appropriate charges. Reviews and approves the Department's responses to the most complex cases before the State Personnel Board (SPB). Consults with executive management on complex and sensitive statewide labor relations issues.
- Provides leadership over the Department's ODS, ODCAST and LR offices. Maintains oversight to ensure that Caltrans complies with State and Federal laws. Reviews correspondence for signature of the Director, Chief Deputy Director, Deputy Director, or the Division Chief. Prepares responses to the most sensitive legislative and constituent referrals.
- Directs and reviews the development and implementation of training sessions in a variety of Human Resources areas. Ensures newly adopted personnel policies and procedures are conveyed and instituted throughout the Department.
- Consults with departmental Labor Relations, Accounting, Audits & Investigations, and Legal staff concerning complex issues and policy implementation. Confers with SPB, Department of Personnel Administration, Employment Development Department, Department of Industrial Relations, and other state agencies concerning interpretation and consistent application of Government Code laws and rules.

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

One year of experience in the California state service performing the duties of a Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or II

One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

and

Current employment in a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or III

Two years of experience in the California state service performing the duties of a Staff Services Manager I.

Or IV

Experience: Five years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least two years of which must have been in a supervisory capacity. [Experience in the California state service applied toward this requirement must include two years performing the duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).] (In appraising experience more weight will be given to the breadth of

pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.)

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, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; state budgeting process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives. Comprehensive knowledge of the research process and research methods and techniques. Should be familiar with the California Department of Transportation and U.S. Department of Transportation's research and deployment and data programs. Should be familiar with transportation technology applications, and with transportation system planning, development, operations and maintenance, including trends and practices. Should have knowledge of the purpose, work and publications of relevant national technical societies.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators and other interested parties on a wide variety of subject-matter areas; gain and maintain confidence and cooperation of those contacted during the course of work; review and edit written reports; utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's equal employment opportunity 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**:

1. Knowledge of public and business administration, including fiscal, personnel management, and budgetary procedures.
2. Experience with managing complex programs and multi-disciplinary staff.
3. Ability to develop business plans and performance measures in support of the Department's strategic plan and Division of Safety and Management Services (DSMS) strategic objectives.
4. Aptitude to effectively resolve sensitive issues. Ability to serve as an advocate and to negotiate sensitive, deadline driven issues.
5. Knowledge of Labor Code, California Administrative Code, SPB, CalHR laws and rules.
6. Ability to analyze changes in legislation and departmental policy.
7. Ability to effectively contribute to the Department's EEO objectives.
8. Ability to communicate effectively in both oral and written form. Make clear, concise and effective presentations in formal settings.
9. Ability to maintain cooperative working relationships with broad client groups including individuals external to the Department.
10. Knowledge of federal and state statutes and regulations related to Discipline and Drug and Alcohol Certification. Knowledge of MOU's, Unfair Labor Practices Act, and Dills Act.

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.

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: 15MSP44.**
- 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 **October 1, 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 (15MSP44)
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 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.