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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 ADVANCED PLANNING**

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

LOCATION: **DISTRICT 7 - LOS ANGELES**

FINAL FILING DATE: **OCTOBER 7 , 2015**

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy District Director for Planning and Local Assistance, the incumbent serves as the Chief, Office of Advance Planning, managing the work of transportation planners, engineers, analysts, and administrators involved in implementation of transportation planning activities within District 7 (Los Angeles and Ventura counties). The Office Chief is responsible for the following areas: System Planning, Modeling, Mass Transportation and Transportation System Information.

Duties and activities include, but are not limited to:

- Overall management of the District's Office of Advance Planning, including the direct supervision of senior staff, to ensure the functions of the office are completed in a professional and timely manner. Provides leadership staff within the Office of Advance Planning to ensure staff operates in a professional manner and is an effective partner with the local agencies. The Office Chief will meet with staff as needed to ensure they are updated on any policy and/or procedure changes and to ensure the functions of the office are carried out in a timely fashion. Manage office efforts and

responses related to budget and funding, staffing, organization, and staff development. Represent Planning Division in meetings with partner agencies.

- System Planning - Ensures staff prepares the transportation planning documents necessary to identify the future capacity needs of the State Highway System with the District including the Transportation Concept Reports (TCR), the District System Management Plan (DSMP), the Priority Listing of Projects, etc. and serves as the District Planning liaison for updating the Ramp Metering Development Plan (RMDP), Roundabouts Inventory, the Relinquishment Master lists, Work Break Down Structure (WBS) and other Planning functions.
- Transportation System Information - Ensures staff prepare the annual update, correction and modification of the State Highway Inventory, in coordination with Headquarters and the District Operations, Design, Planning and Construction Divisions. Updating new facility improvements or relinquishment for Transportation System Analysis and Evaluation (TSAE) reports. Ensures staff maintains partnership with SCAG, MTA, VCTC and City Public Works Directors on the Functional Classification of roads and FHWA approved maps, Urban Boundaries and Highway Performance Monitoring System (HPMS). Ensures management of the annual update of Traffic Data for the Congestion Management Plan (CMP) to METRO and VCTC . Monitor Functional Classification System Information for various Transportation Concept Reports.
- Mass Transportation - Serves as the District lead on Mass Transportation issues including the administration and oversight of local agency public transportation capital projects (rail, bus, transit infrastructure) utilizing state grant funds. Monitor actions by major transit boards (Metro, SCRRA).
- Modeling - Manage the District Travel Forecasting and Analysis function which provides the District with travel forecast data and project modeling and analysis for project delivery, reviews documents and reports on the modeling methodology and results, and monitors the regional travel demand model development from the Southern California Association of Government (SCAG).

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 the Department's Strategic Plan and ability to support, promote and ensure alignment with Caltrans and the Division of Planning's multimodal transportation mission, vision, goals, values and financial constraints.
2. Knowledge of federal and state laws and regulations relative to the Federal and State funding of the state highway system.
3. Knowledge of the various phases of systems planning, project development, transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and economy.
4. Knowledge of organizational relationships both within and outside Caltrans that pertain to planning, design, construction, operation and maintenance of transportation facilities.
5. Knowledge of Caltrans Equal Opportunity Policy and the manager's role in implementing the policy.
6. Ability in the management of large budgets; administration of large organizations; and setting performance measures to assure accountability.
7. Ability to supervise a multi-disciplinary professional staff, participate in public forums, represent the Department in advanced transportation systems matters, and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
8. Ability to develop, promote and maintain performance-based decision making and adapt to trends and influences at the local, regional, state and national levels.
9. Ability to build and maintain cooperative relationships with Caltrans' internal and external partners including other programs, Districts, MPOs, RTPs, COGs, FHWA, FTA and Local jurisdictions through tact and persuasion.
10. Ability to communicate effectively both orally and in writing; prepare correspondence and comprehensive reports; address an audience effectively. and be able to assist in training staff members in the skills and techniques necessary to perform their duties.

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: 15MSP47**
- 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 7, 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 15MSP47
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.