

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: **STAFF SERVICES MANAGER III**

POSITION TITLE: **ASSISTANT DIVISION CHIEF**

SALARY: **\$7,088 – \$8,048**

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **OCTOBER 13, 2015**

MSP NUMBER: **15MSP48**

DUTIES/RESPONSIBILITIES

Under the direction of the Division Chief, Division of Procurements and Contracts (DPAC), a CEA B, the Assistant Division Chief provides direction and leadership to four Information Technology (IT) and Non-IT acquisition offices, acts as liaison with the districts and headquarters programs regarding interpretation of current laws, policies and procedures, and is proactive in assisting the districts and programs in meeting their contracting needs. The successful candidate must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customers' expectations. The incumbent must demonstrate a positive attitude to build and maintain strong relationships with our customers and be committed to providing quality customer service that is accurate and timely.

- Provide strategic direction and leadership to Office Chiefs on workload management, staff development, reporting requirements, project and acquisition priorities, procurement audits and

delegation reviews, policy development, contract management issues, and district/program concerns.

- Provide direction and consultation to district and Headquarters' program executive staff on a variety of acquisition issues and take a proactive approach to find innovative solutions to contract and procurement needs. Resolve acquisition issues for the districts and Headquarters' programs by identifying the individual and systemic barriers and developing creative alternatives.
- Ensure acquisition activities support accurate data submittal for the development of state and federal reporting. Participate in the continual development and implementation of acquisition manuals/guidelines/forms, boilerplate language, and automated procurement systems; partner with both internal and external customers to develop policies, procedures and systems that will continue to enhance customer services.
- Develop recommendations for management on budgetary issues, operating expense and position allocations, and improvements to the operational efficiency of the Division and participates in and supports the implementation of those improvements.

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.

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 public contracting requirements and departmental policies.
2. Knowledge of state, federal, and local laws and regulations applicable to Caltrans.
3. Ability to initiate, develop and maintain internal and external partnerships with industry, federal, state, local agencies and interested groups.
4. Ability to lead or serve on cross functional statewide internal and external teams to examine existing policy, seek new and more effective methods of conducting business, providing interpretation and clarification of policies, standards, and practices.
5. Ability to supervise and direct the work of others.
6. Ability to respond quickly to unpredictable events, take appropriate action, and develop proactive and innovative solutions.
7. Ability to effectively communicate both orally and in writing with all levels of staff within Caltrans as well as externals, including directorate and management.

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: 15MSP48**
- 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 13, 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: Leslie Mazzeo (15MSP48)
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 Leslie Mazzeo at (916) 227-4176.

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.