

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 TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **DEPUTY DISTRICT DIRECTOR, PROGRAM AND PROJECT MANAGEMENT**

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

LOCATION: **DISTRICT 5 – SAN LUIS OBISPO**

FINAL FILING DATE: **OCTOBER 19, 2015**

DUTIES/RESPONSIBILITIES

Under minimal direction of the District Director, the incumbent plans, organizes, directs and monitors the activities of the Program and Project Management Division and is responsible for the overall management of the Capital Outlay Program (State Transportation Improvement Program, State Highway Operation and Protection Program, Minor, Oversight, etc.) within District 5. Receives general instructions and policy guidance from the District Director, the Headquarters (HQ) Chief Engineer and the HQ Project Management Division Chief, but is personally responsible for managing programs under assigned functions. Provides status and recommendations to District Director on policy matters and statewide priorities of HQ Programs related to programming and project management. Incumbent plans, assigns and checks work of direct reports; gives instructions; maintains discipline; maintains an atmosphere of high morale; makes decisions and offers guidance and direction on difficult technical and administrative issues in connection with delivering multi-modal transportation solutions and services to internal and external customers and stakeholders. Makes regular presentations to the public; represents Caltrans on policy matters; prepares correspondence and reports; and acts as the District Director for District 5 as needed.

**Supervising Transportation Engineer
GJ60 – 3155 – 15MSP49**

**Final File Date: October 19, 2015
Bulletin Release Date: September 28, 2015
Department of Transportation**

Duties and activities include, but are not limited to:

- Effectively lead, develop, organize, train and direct a multi-disciplinary program and project management staff to ensure the effective use of resources and the attainment of project delivery goals. Identify and resolve issues that could delay project delivery. Identify high priority work that needs to be accelerated and ensure effective delivery. Resolve internal administrative and personnel matters.
- Works with the District Director, Deputy District Directors and Central Region Office Chiefs to set program and project priorities. Coordinate with HQ, Central Region, District Management, the Engineering Service Center and outside agencies to ensure that the assigned Project Managers meet their capital delivery targets and commitments.
- Responsible for the management of the Program and Project Management Division budget. Establish short and long term strategic direction, goals, objectives, priorities and performance measures for the capital program and division. Work with HQ Divisions to enhance project management statewide.
- Represent Caltrans in meetings and dealings with federal, state, regional and local agencies concerning the scope and content of the District's transportation program. Advise the District Director on issues, challenges and opportunities regarding the program and project management programs. Recommend policies, procedures, and guidelines under which Project Management and other functional units will operate.
- Coordinate with various functional units within the District and Central Region to assist in the prioritization of workload. Work with Project Managers and Functional Unit Managers to develop workplans necessary to deliver projects on time, within scope, and cost.
- Develop annual workload estimates and negotiate the level of resources for the District's Capital Outlay Support (COS) Program with the HQ statewide COS Program Manager and Central Region Program Project Management Office. Ensure that all capital outlay projects are programmed appropriately and continuously monitor the status of capital projects, its development costs, including overhead costs.

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.

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 transportation engineering experience as a senior level engineer in the California state service

Or II

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service, **and**

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

Or III

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Various phases of transportation engineering and systems planning. Transportation economics and financing. Factors which influence the impact of transportation facilities on the environment, the community and the economy. Principles and techniques of personnel management and supervision. Department's equal employment opportunity and labor

relations objectives. A manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program. Plan and direct the work of others. Judge work quality and performance. Prepare technical correspondence and complete comprehensive reports. Prepare articles for publication. Address an audience effectively. Analyze situations accurately and adopt an effective course of action. Communicate effectively. Effectively contribute to the Department's safety, health, equal employment 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

Applicants must submit a Statement of Qualifications explaining how their education, training, experience, and skills qualify them for the position. The statement should not exceed two (2) pages in length, and should respond to the following job-related criterion.

1. Describe your knowledge of Caltrans Mission, Vision, Goals, Values, and Strategic Management Plan. How would you effectively align your team's objectives with those of the Department?
2. Describe your experience maintaining effective working relationships with internal and external partners.
3. Describe your experience with project delivery including how you have been innovative and efficient to deliver complex projects.
4. Describe how would you encourage your team to manage risk related delivery of complex transportation projects.
5. Describe your experience with and ability to manage and lead multi-functional teams in a rapidly changing environment.

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: 15MSP49**
- 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 19, 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 15MSP49
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.