

MSP



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, ADMINISTRATION & BUDGETS**

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

LOCATION: **SACRAMENTO – DIVISION OF PROJECT MANAGEMENT**

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

MSP NUMBER: **15MSP52**

DUTIES/RESPONSIBILITIES

Under general direction of the Chief, Division of Project Management (CEA B), the Assistant Division Chief, Administration & Budgets, provides leadership responsibilities for planning, organizing, and managing staff activities related to the development, implementation, and management of the statewide Capital Outlay Support (COS) budget as well as providing administrative support for the Caltrans Headquarters Divisions of Construction, Design, Environmental Analysis, Right of Way and Land Surveys, and Project Management. Duties and activities include, but are not limited to:

- Directs the development, implementation, and management of the \$1.6 billion statewide COS budget by ensuring all resources are identified, budgeted, and expended, in accordance with budget requirements. This includes developing methodologies to allocate and manage resources consistently. Also responsible for the production of financial and statistical data reports leading to program budget allocation and expenditure decisions by management.

- Administers the development and implementation of financial strategies and policies to resolve statewide program allocation and funding issues involving various fund types including State, Federal, Toll, Bond, Reimbursed, among others. This includes leading and coordinating program functional managers to prepare the Budget Change Proposals (BCPs), Finance Letters (FLs) and Budget Revisions (BRs) to obtain additional resources due to change in law and/or program requirements that have statewide impacts.
- The incumbent acts as a managerial liaison between the Caltrans' management team, divisions, districts and other state agencies such as the California Transportation Agency (CalSTA), Department of Finance (DOF), Legislative Analyst's Office (LAO), Legislative Staff, Professional Engineers in California Government (PECG), American Council of Engineering Companies (ACEC), as well as other external stakeholders, in response to inquiries and requests for information.
- Provides managerial oversight and maintains liaisons with delegated authority to advise and support Project Delivery Division Chiefs on issues related to administrative functions including personnel, facilities, space, and purchasing, by providing a "one-stop" shop to increase efficiency in conducting daily business activities.

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.

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 and ability to effectively lead, supervise, direct, and manage an office of varied professional and technical staff.
2. Knowledge and experience in examining existing policy and seeking new and more efficient ways of conducting business.
3. Ability to manage a large budget; in the administration of large organizations; and in setting performance measures to assure accountability.
4. Ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.
5. Knowledge and experience in developing and sustaining cooperative working relationships both internal and external departments such as Legislative Analyst Office, Department of Finance, California State Transportation Agency, and legislative staff.
6. Ability to communicate effectively and possesses excellent oral and written communication skills.
7. Two-plus years of experience as a Staff Services Manager II or above.
8. Knowledge of Caltrans' planning, programming, workload development, project development, and project management practices.

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: 15MSP52**
- 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 **December 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 (15MSP52)
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.