

# 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 SURVEYOR, CALTRANS**

POSITION TITLE: **DISTRICT DIVISION CHIEF, LAND SURVEYS AND RIGHT OF WAY ENGINEERING DIVISION**

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

LOCATION: **DISTRICT 11 – DIVISION OF LAND SURVEYS AND RIGHT OF WAY ENGINEERING**

FINAL FILING DATE: **DECEMBER 31, 2015**

### DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy District Director of Construction and Land Surveys, a Principal Transportation Engineer (Principal), the incumbent serves as District Division Chief of the Land Surveys and Right of Way Engineering Division, and is responsible for managing all land surveying and mapping functions in the District. Possession of a valid California Land Surveyors' License is required.

Duties and activities include, but are not limited to:

- Provides leadership and direction to subordinate Senior Transportation Surveyors, functioning as Branch Chiefs responsible for the District's survey, mapping, monumentation, and Right of Way Engineering (RWE) functions. The division is responsible and accountable for delivering all surveying and mapping services to fulfill the District's requirements from preliminary land surveys through land acquisition and construction, to final monumentation and record map filing.

Included is the responsibility and accountability for planning, organizing, budgeting, controlling, reviewing and directing the work of assigned functions and for advising the Principal on the full range of issues relating to assigned functions.

- Represents the Department of Transportation as well as the District at public and internal meetings on matters relating to surveying, mapping and R/W Engineering requirements. Prepares correspondence and reports relating to surveying, mapping and R/W Engineering issues.
- Sponsors and facilitates continuous improvement efforts within the District and office to solve problems. Improves processes and enhances the safety and working conditions of District personnel and the traveling public.
- Responsible for providing a personal commitment to quality by acting as a role model on a daily basis. Ensures that quality and timely delivery are incorporated into all of the Department's services and products. Supports the resources needed for these efforts. Uses quality as criterion in performance evaluations and promotions. Seeks to constantly improve the surveying process. Institutes employee suggestions for improving the process.

### **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.

Possession of a valid California Land Surveyors' License. (A Certificate of Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors prior to January 1, 1982 satisfies this requirement.) **and**

#### **Either I**

Two years of experience in the California state service performing the duties of a Senior Land Surveyor or Senior Transportation Surveyor (Caltrans).

#### **Or II**

Broad and extensive (more than five years) land surveying experience, three years of which includes supervising a major program element of a large surveying operation equivalent in responsibility to the Senior Land Surveyor or Senior Transportation Surveyor (Caltrans) level in the California state service.

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Complex surveying, mathematics, and science as applied to surveying; mathematics and procedures used in plane and geodetic surveying; computer applications and usage; the California Coordinate System; Code of Safe Surveying Practices; photogrammetric mapping procedures; principles and practices of boundary determination, land title research, and surveying; legal descriptions of real property; methods and terminology used in searching for land titles and factors involved in determining ownership of property; real property acquisition and mapping laws pertaining to public and private ownership of real property; monumentation of facilities; the Land Surveyors' Act; the Subdivision Map Act; factors which influence the impact of departmental projects on property and basic land net principles; all right of way engineering maps and documents; planning, design, construction, and right of way procedures and policies as they relate to surveys

**Ability to:** Interpret legal descriptions of real property; understand and utilize the principles of the California Coordinate System; assist in planning, directing, and coordinating the work of a group of survey or right of way engineering personnel; analyze situations accurately and take effective action; prepare clear and concise reports and correspondence; establish and maintain friendly, business-like relations with those contacted in the course of the work; communicate effectively with internal staff and external partners.

## 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. Experience with Caltrans Land Surveys and Right of Way Engineering functions (i.e., functional units of the division, branch, etc.) with working knowledge of standards, practices and applications.
2. Ability to inspire teamwork and cooperation in meeting a unique or difficult transportation related issue.
3. Experience with organization and policy issues facing Caltrans and the current responses to such issues.
4. Ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.
5. Experience with principles and practices of project management and its relationship to managing projects, resource management and organizational development.
6. Knowledge of administration, management, and supervisory practices including personnel and equal employment opportunities.
7. Knowledge of and ability to apply budgetary and financial management skills.
8. Ability to evaluate and effectively apply new technology, leadership, managerial and organizational practices to achieve continuous quality improvements.
9. Ability to communicate effectively, both orally and in writing; exceptional negotiating, interpersonal, supervisory, leadership and management skills.

## 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: 15MSP60**
- 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 shall 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 31, 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 15MSP60  
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 30<sup>th</sup> Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.*