

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 DESIGNATED FOR MANAGERIAL POSITIONS.

CLASSIFICATION: **STAFF SERVICES MANAGER III**

POSITION TITLE: **OFFICE CHIEF, RESOURCE MANAGEMENT & BUSINESS SERVICES**

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

LOCATION: **HEADQUARTERS - SACRAMENTO**

DIVISION: **DIVISION OF LOCAL ASSISTANCE**

FINAL FILING DATE: **JANUARY 05, 2016**

DUTIES/RESPONSIBILITIES

Under the direction of the Chief, Division of Local Assistance (DLA), a CEA B, the Staff Services Manager III (SSMIII) serves as Chief to the Office of Resource Management and Business Services. This position is responsible for all functions related to financial management and monitoring of the delivery of federal and state transportation funding programs administered by local and regional agencies, including development of policy governing the management and reporting of local subvention federal apportionments and obligation authority available annually for local projects. The incumbent directs and manages staff responsible for monitoring and reporting on program delivery performance measures; the development and implementation of the overall program workload and the \$39 million local assistance program statewide support budget. This involves working with District and HQ staff on politically sensitive policy issues, as well as external agencies on program delivery issues and activities. This position develops for approval responses to control agencies including the California State Transportation Agency, California Transportation

*Staff Services Manager III
JY05- 4802 - 15MSP63*

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Department of Transportation**

Commission (CTC), Department of Finance (DOF), Legislative Analyst's Office (LAO), Federal Highway Administration (FHWA), and the legislature. The incumbent is responsible for coordinating the development of mission-critical information technical processes and data management systems for project data by phase and funding source for transportation projects and programs administered by the Division of Local Assistance.

- Oversees and is responsible for monitoring, tracking and reporting on regional and local agency program delivery of \$1.7 billion in state and federal funds. Responsibilities include serving as liaison to and advocate for regional and local agencies, recommending and evaluating CTC policies and guidelines governing local agency program delivery and fund use, and ensuring timely and accurate reports are submitted to FHWA in accordance with policies and regulations. This includes stewardship of state and federal funds that are passed through Caltrans to over 600 local agencies for locally sponsored projects. Incumbent acts as a consultant to the Division Chief and District Local Assistance Engineers (DLAE) in identifying and resolving local assistance program delivery issues. Reviews and makes recommendations on changes that impact project delivery and program performance, including state and federal legislation, policies, and procedures. Responsible for the monitoring and reporting of all local federal apportionments and management of local obligation authority at the regional level and for statewide programs as required by law.
- Develops the annual Cooperative Work Agreements for DOF approval to mitigate loss of state and federal funds from lapsing funding years. In addition, incumbent is responsible for the notifying and reporting on local federal subvention funds subject to Assembly Bill (AB) 1012, "Use it or lose it". Works in cooperation with the Office of Federal Resources and the Division of Accounting to establish, monitor and track the effects of funding policies on the delivery of local projects.
- Responsible for the management, tracking, monitoring and reporting of the \$39 million Local Assistance Program statewide support budget for personal services and operating expenses and equipment, by ensuring that all resources are identified, allocated, and expended in accordance with the state budget act. Responsible for the overall development and management of tools used to allocate resources to headquarters (HQ) and 12 statewide districts consistent with the Division's strategic action plans. This includes developing and implementing innovative Workload Standards (WS) for all activities and products, and creating a zero based budget annually based on WS. Responsible for identifying and submitting budget change proposals on behalf of the local assistance program to implement program policies and new laws or requirements. Responsible for recommending and streamlining activities for efficient use of state operations resources.
- The incumbent is responsible for the management of 260 positions in HQ and 12 districts serving the local assistance program, including all hiring, position tracking, and reconciliation and coordination with the Division of Human Resources, and maintaining compliance with budget letter 12-03. Serves as the functional liaison with DLAEs, providing advice and support relative to district allocated support. Provides advice on all matters related to personnel functions to the Division Chief and Office Chiefs. Additional duties include responsibility for procurement of equipment and office supplies, facilities, management of equipment maintenance contracts and the local assistance program training program.
- Oversees the management of the local assistance portion of the State Transportation Improvement Program (STIP), by approving over \$100 million in funding requests annually. This includes tracking, monitoring and approving all local assistance STIP requests for allocations, time extensions, and funds transfer. Serves as CTC liaison and is responsible for the timelines and quality of all the agenda items presented to CTC by the Division of Local Assistance, including quarterly reports, AB1012 reports, lump sum allocation requests, Proposition 1B reports, etc. Makes presentations to the CTC, the Director, districts, and other agencies (state, regional, and local) regarding project delivery and program performance.
- Responsible for effectively communicating with the Division of Budgets on all functions pertaining to the development of the local assistance portion of the Governor's Budget and the STIP Fund Estimate, including implementing policies, rules and regulations that impact the local assistance program and its funding. Reviews and provides recommendations on STIP

Fund Estimate assumptions developed based on the requirements of each type of program administered in the Division of Local Assistance.

- Manages and directs staff researching existing business processes and data management systems with a focus on DLAs database, LP2000 to identify business needs to manage the transportation funding portfolio in the most efficient and streamlined method as possible. This includes analyzing existing business and system processes (LP2000 and various DLA FileMaker databases), proposing new processes to collect, track, model and report information on all aspects of project and program delivery; create and maintain a risk log management file, develop project charters and schedules, and implementation of the more complex processes; conceptualization and development of highly complex reports, methodologies, and studies; conducting the necessary technical and statistical research, analysis, and compiling information for use by the DLA to manage current and future project delivery administrative and resource needs.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with Caltrans 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 on 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.

The administration and department's goals and policies. Governmental functions and organizations at the State and local level. Department's equal employment opportunity objectives. 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 or other interested parties on a wider variety of subject-matter areas. Gain and maintain the 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. 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) Describe your experience in leading a cross functional team involving local partners.
- 2) Describe your ability to manage a multi-funded budget consisting of personnel services (PS) and operating expense (OE) dollars and to manage service contracts with private vendors.
- 3) Describe your knowledge of the organization and functions of various transportation planning agencies (Metropolitan Planning Organizations, Regional Transportation Planning Agencies, County Transportation Commission) and their relationship to the Caltrans, FHWA and local agencies.
- 4) Describe your experience and knowledge of administrative responsibilities specific to human resources and position management.
- 5) Describe your experience in managing a complex funding program which includes developing policies and procedures and tracking project delivery.
- 6) Describe your experience with developing budget change proposals, workload standards, and fiscal detail sheets.
- 7) Describe your ability to supervise and manage a large group of multidisciplinary staff.

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: 15MSP63**
- 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 **January 05, 2016**. 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: Alejandra Saldana 15MSP63
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 *Alejandra Saldana* at (916) 227-5534.

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.