

# 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 DESIGNATED FOR MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION PLANNER**

POSITION TITLE: **OFFICE CHIEF OF REGIONAL PLANNING**

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

LOCATION: **DISTRICT 7 – LOS ANGELES**

DIVISION: **REGIONAL PLANNING**

FINAL FILING DATE: **APRIL 08, 2016**

### DUTIES/RESPONSIBILITIES

Under the general direction of the District Deputy Director for Planning, Public Transportation & Local Assistance, the Supervising Transportation Planner is responsible for managing the District's involvement with Metropolitan and Regional Transportation Planning Agencies. Manages the District's Transportation Planning, Active Transportation Program, Freight, Goods Movement Programs and Transit. Has oversight of the Regional Transportation Plan and review of projects for Air Quality and IGR/CEQA compliance.

- Overall management of the District's Office of Regional Planning, including the direct supervision of senior staff, to ensure the functions of the office are completed in a professional and timely manner. Provides leadership within the Office of Regional Planning to ensure staff operates in a professional manner and is an effective partner with local agencies. The Office Chief will meet with staff as needed to ensure they are updated on any policy and/or procedure changes and to

ensure the functions of the office are carried out in a timely fashion. Manage office efforts and responses related to budget and funding, staffing, organization, and staff development.

- The incumbent represents the District on numerous high-level policy committees. Manages the District's Regional Planning function. Monitors the Metropolitan Planning Agency, the Southern California Association of Government (SCAG), which includes the development of the Regional Transportation Plan, annual Overall Work Program. Ensures conformance with Federal and State air quality standards and meeting State Greenhouse Gas (GHG) reduction goals. Administers the Caltrans Sustainable Transportation Planning Grants program.
- Manages the District's Local Development Review/Intergovernmental Review (LD-IGR) Program that is responsible for reviewing environmental documents for local development projects. The purpose is for identifying and mitigating transportation impacts to State facilities and to ensure CEQA compliance. Incumbent may represent the Department when meeting with local officials, developers and consultants to discuss and negotiate mitigation on major politically sensitive local development projects. Manages the High Speed Rail (HSR) function to ensure coordination of the functional reviews of statewide environmental documents for the HSR system.
- Manages the District's Sustainable Community Planning program. The program provides assistance to communities to develop concepts or plans that promote efficient land use-transportation infrastructure investments, which address sustainable growth while maintaining community value and integrity.
- Manages the District's Freight and Goods Movement Program and is responsible for the identification of Goods Movement policies, strategies and priority projects. Conducts evaluation of various project reports for Good Movement incorporation. Monitoring ongoing Goods Movement studies and projects including High Occupancy Toll (HOT) lane projects.
- Manages the District's Active Transportation Program (ATP), and Sustainable Community Strategies. Working with the Capital program to incorporate project elements into all projects. Includes implementing the State and Federal grant programs.
- Manages the District's involvement with the California Transportation Plan (CTP). Supports this effort by providing updates to stakeholders through informal and formal public engagement. District provides review of Plan and input into the project database.

### **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 transportation planning or transportation management duties in a class comparable in level of responsibility to Senior Transportation Planner.

#### **Or II**

Experience: Five years of responsible experience conducting difficult and complex transportation planning or research projects. One year must have been comparable in level of responsibility to work performed by a Senior Transportation Planner in the California state service. and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Department's budgeting process. Department's equal employment opportunity program objectives. Principles and techniques of selecting outside consultants. Principles and techniques of effective supervision and personnel management. Supervisor's role in safety, health, labor relations and the Department's equal employment opportunity program and the processes available to meet these program objectives. Purposes, organization, and policies of Federal, State,

regional, and local transportation agencies. Program goals and objectives of the Department of Transportation.

**Ability to:** Work independently on complex planning projects. Organize and direct the work of a staff engaged in a variety of planning activities. Evaluate and monitor the work of consultants. Communicate effectively with other agencies, the public and the media. Effectively contribute to the Department's safety, health, labor relations, and equal employment opportunity program objectives. Provide direction of the analysis of transportation and environmental planning studies.

### **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 the Department's Strategic Plan and ability to support, promote and ensure alignment with Caltrans and the Division of Planning's mission, vision, goals, values and financial constraints.
- 2) Knowledge of Federal and State laws and regulations relative to the funding the Metropolitan Planning Agency, the Southern California Association of Government (SCAG), which includes the development of the Regional Transportation Plan and annual Overall Work Program.
- 3) Knowledge of the Department's IGR/CEQA function, Good Movement program, and Sustainable Transportation Planning initiatives.
- 4) Broad and comprehensive knowledge of the Department's multimodal transportation vision, roles and responsibilities.
- 5) Knowledge of Caltrans Equal Opportunity Policy and the manager's role in implementing the policy.
- 6) Ability to manage programs and supervise a multi-disciplinary professional staff, participate in public forums, represent the Department in Regional Transportation matters, and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- 7) Ability to develop, promote and maintain performance-based decision making and adapt to trends and influences at the local, regional, state and national levels.
- 8) Ability to analyze facts, data and situations, use a variety of problem-solving techniques, develop new and innovative ideas, recommend solutions for improvements and adopt as effective course of action.
- 9) Ability to build and maintain cooperative relationships with Caltrans' internal and external partners including other programs, Districts, MPOs, RTPs, COGs, FHWA, FTA and Local jurisdictions through tact and persuasion.

10) Ability to communicate effectively both orally and in writing; prepare correspondence and comprehensive reports; address an audience effectively and be able to assist in training staff members in the skills and techniques necessary to perform their duties.

### **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: 16MSP03**
- 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 **April 08, 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 16MSP03  
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 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.*