

# 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:       **PRINCIPAL RIGHT OF WAY AGENT**

POSITION TITLE:       **ASSISTANT DIVISION CHIEF – RIGHT OF WAY AND LAND SURVEYS**

SALARY:                 **\$7,792 - \$8,849**

LOCATION:                **HEADQUARTERS – SACRAMENTO**

FINAL FILING DATE:   **FEBRUARY 4, 2016**

### DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Right of Way and Land Surveys, the Assistant Division Chief formulates policy and administers the activities of several of the offices in the Headquarters program, which includes establishing program goals and objectives, program delivery targets and program performance measures, develops and implements statewide policies and procedures, monitors and reports on statewide, regional and district program objectives and program delivery. Acts as Assistant Division Chief and determines needs, develops and proposes new programs, direction or legislation. Acts as liaison between Right of Way and Land Surveys and Regions/Districts on cross-functional issues, management issues, and multifunctional problems. Duties and activities include, but are not limited to:

- Oversees the development of business plans, business strategies, program priorities, goals, performance measures, objectives, and review and corrective plans to meet deficiencies in concert with the Division Chief, all Office Chiefs, the Project Delivery Divisions, Region and District Right of Way Chiefs, and other stakeholders.

- Provides independent advice, recommendations, special briefings and reports to top management in Headquarters, District Directors, and Right of Way and Land Surveys District/Region Chiefs on all matters pertaining to the Headquarters program including:
  - Preparation of special reports, correspondence, issue papers, and briefing reports for the public, Legislature, Federal Highway Administration (FHWA), other stakeholders, and top management.
  - Provides liaison and coordination with the FHWA for both districts and Right of Way and Land Surveys on matters pertinent to basic right of way and surveying requirements, participation with federal funds, and other issues. Where problems or conflicts arise, incumbent is responsible for coordinating efforts to resolve the issues.
- Responsible for the high-level staff assistance to the Chief for all Right of Way and Land Surveys functions on a statewide basis, interfacing with Headquarters Deputy Directors, Program Managers, District Directors and District/Region Chiefs in Right of Way and Land Surveys. Consults with the district directors and managers and provides advice, guidance, and liaison with other Headquarters programs where required to resolve issues.
- Interact with the Right of Way and Land Surveys District/Region Chiefs, District Directors, corporate Program Managers, the Directorate; California State Transportation Agency, and other government and private industry representatives to obtain support in achieving program goals.
- Serves as a member of the Right of Way Management Board which develops plans and strategies for managing the statewide Right of Way and Land Surveys Program.
- Serves as the Acting chief for Right of Way and Land Surveys during the Chief's absence.
- Preparation of reports on special issues for submittals to the California Transportation Commission (CTC) on special program/project delivery issues. May represent the Division of Right of Way and Land Surveys at meetings of the CTC.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final filing date in order to participate in this examination.

#### **Either I**

Two years of experience in the California state service performing the duties of a Supervising Right of Way Agent; or five years of experience in the California state service performing the duties of a Senior Right of Way Agent.

#### **Or II**

**Experience:** Five years of progressively responsible experience involving all major phases of the acquisition of rights of way for governmental or public utility use, three years of which must have been in a full administrative capacity. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class with a level of responsibility not less than Supervising Right of Way Agent.) **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 of public administration including capital program, personnel management, program development, budgeting, and supervision. Goals, objectives, policies, organization and procedures of the Department of Transportation as related to right of way activities. General management principles and practices. Management problem-solving methods. Principles of policy development and formulation of principles and practices of disseminating public information. Principles, procedures and organization required in the management of a major-sized governmental unit. Interagency, executive and legislative relationships. Caltrans' safety, health, equal employment opportunity and labor relations program objectives. A supervisor's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

**Ability to:** Plan, organize, and direct or make decisions involving the work of a large Right of Way staff. Develop program direction and concepts. Establish and maintain liaison, communication, and a cooperative relationship on interdepartmental levels. Plan, organize and manage major statewide programs. Establish and maintain cooperative relations with the major engineering staffs in headquarters and districts and with public and private organizations contacted in the course of work. Work and consult with legislative and other high level governmental officials. Effectively contribute to Caltrans' safety, health, equal employment opportunity and labor relations program 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 of organization and policy issues facing Caltrans and the current responses to such issues.
2. Knowledge of the budgeting process, workload development, and resource management.
3. Broad spectrum of interpersonal communication skills that are necessary to address a variety of internal and external issues.
4. Ability to accomplish organization goals and analyze sensitive problems and issues.
5. understanding of team dynamics and experience leading and participating on teams.
6. Ability to develop supportive and cooperative relationships internally and externally at all levels.
7. flexibility and eagerness to work in a challenging, ever changing environment.
8. Ability to gather and analyze data, take corrective action, perform special projects and address policy issues with program impacts.
9. Ability to develop and measure useful performance measures with the intent to reduce overhead cost and increase efficiencies at all levels.

### **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: 16MSP04**
- 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 **February 4, 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: Gwen Ling 16MSP04  
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.*