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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 ENGINEER, CALTRANS**

POSITION TITLE: **OFFICE CHIEF, OFFICE OF PROJECT OVERSIGHT
(LIMITED TERM – 12 MONTHS, MAY BECOME PERMANENT)**

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

LOCATION: **SACRAMENTO – DIVISION OF LOCAL ASSISTANCE**

FINAL FILING DATE: **FEBRUARY 19, 2016**

DUTIES/RESPONSIBILITIES

Under the general direction of the Division Chief, Division of Local Assistance, a CEA III, the Office Chief is responsible for managing the Office of Project Oversight, working with cities, counties, transportation planning organizations, headquarters programs, Federal Highway Administration (FHWA), district staff, and other affected organizations to develop guidelines and procedures necessary to accomplish the Local Assistance Oversight Program, consisting of oversight of construction contracts and engineering consultant service contracts administered by local agencies.

The Office Chief provides general direction to engineering, technical and administrative staff, while personally performing the most difficult work. The Office Chief also does engineering and analytical work relating to specialized transportation projects, studies, planning and analyzes operations of transportation systems.

Duties and activities include, but are not limited to:

- Provide guidance on the oversight program, policy, procedures, engineering requirements in a consulting role to the cities, counties, districts, supervised staff and other affected parties.

**Supervising Transportation Engineer
GJ60 – 3155 – 16MSP07**

**Final File Date: February 19, 2016
Bulletin Release Date: January 28, 2016
Department of Transportation**

- Maintain oversight programs to ensure compliance with federal and state requirements through oversight reviews. Oversee the construction oversight program and the Architectural and Engineering consultant service oversight program. Provide direction to the Oversight Coordinator and Oversight Engineers to ensure compliance with federal contract administration requirements.
- Responsible for liaison activities with cities, counties, Regional Transportation Planning Agencies (RTPAs), Metropolitan Planning Organizations (MPOs), the District Local Assistance Engineers (DLAE's), other departmental managers, and FHWA on project delivery and policy matters.
- Maintain expertise and knowledge of pertinent laws, statutes, and regulations for local project delivery.
- Provide staff supervision. Some of the staff will be remotely located in the district offices.
- Act on behalf of the Division Chief in his/her absence.

MINIMUM QUALIFICATIONS

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

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers, **and**

Either I

Experience: One year of transportation engineering experience as a senior level engineer in the California state service

Or II

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service, **and**

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

Or III

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Various phases of transportation engineering and systems planning. Transportation economics and financing. Factors which influence the impact of transportation facilities on the environment, the community and the economy. Principles and techniques of personnel management and supervision. Department's equal employment opportunity and labor relations objectives. A manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program. Plan and direct the work of others. Judge work quality and performance. Prepare technical correspondence and complete comprehensive reports. Prepare articles for publication. Address an audience effectively. Analyze situations accurately and adopt an effective course of action. Communicate effectively. Effectively contribute to the Department's safety, health, equal employment opportunity and labor relations 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. Experience in leading a cross functional team involving local partners.
2. Ability to negotiate and build consensus on sensitive issues with external partners.
3. Knowledge of the organization and functions of various transportation planning agencies (Metropolitan Planning Organizations, Regional Transportation Planning Agencies, County Transportation Commissions) and their relationship to the Caltrans, FHWA and local agencies.
4. Experience and knowledge in various federal and state funding available for transportation projects and related legislations and requirements.
5. Experience in speaking and representing Caltrans before large audiences.
6. Experience in managing a large funding program which includes developing policies and procedures and tracking project delivery.
7. 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: 16MSP07**
- 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 19, 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 16MSP07
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.