

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 AN OPEN EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY. RELOCATION ASSISTANCE WILL BE CONSIDERED.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS

CLASSIFICATION: **PRINCIPAL TRANSPORTATION PLANNER**

POSITION TITLE: **ASSISTANT DIVISION CHIEF, NETWORK INTEGRATION**

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

LOCATION: **HEADQUARTERS – DIVISION OF RAIL & MASS TRANSPORTATION**

FINAL FILING DATE: ~~APRIL 11, 2016~~ **APRIL 18, 2016**

MSP NUMBER: **16MSP09**

DUTIES/RESPONSIBILITIES

Under the General Director of the Chief for the Division of Rail and Mass Transportation (DRMT), the incumbent serves as the Division's Assistant Division Chief and plans, organizes, and directs the efforts needed for Network Integration across all the multi-modal transit services existing or planned throughout the state. The Chief of Network Integration provides a single focal point for network integration including rail planning, transit connectivity, rail network integration, state and federal transit coordination, program management for capital projects, engineering services and close coordination with other State Agencies including the California High Speed Rail Authority. The incumbent must have awareness and sensitivity to social, economic, and environmental conditions which affect transportation planning; ability to delegate responsibility to others; ability to inspire the confidence of others; ability to further the recognition of the Department as a multimodal transportation organization. Responsibilities include, but are not limited to:

- Provides direction, oversight and coordination for Network Integration including rail planning, transit connectivity, rail network integration; Rail Modernization program activities, and program management of engineering services; State and Federal Transit programs.

- Coordination of the planning efforts undertaken in the division with an emphasis on the preparation of the California State Rail Plan, Service Development Plans for Intercity Rail Services, Network Integration Service Development Plans, and Statewide Transit Strategic Planning.
- Directs and oversees coordination of High Speed Rail, intercity rail, commuter rail and transit network integration, including integration within each mode.
- Serves as the liaison and interagency coordinator with California State Transportation Agency (CalSTA), California Transportation Commission (CTC), Federal Railroad Administration (FRA), Federal Transit Administration (FTA) and the California High Speed Rail Authority (CHSRA) as needed to carry out the responsibilities of the office and coordinates the various activities associated with rail/transit network integration and rail planning.
- Provides direction and oversight on various project management functions associated with High Speed Rail, Intercity Rail and Transit Connectivity projects.
- Assists the Division Chief with activities associated with the merger of the Divisions of Rail and Mass Transportation including implementation activities, budget change proposals and legislation (if needed), workforce and classification efforts, and process reviews and stakeholder communication.
- Acts on behalf of the Division Chief for internal and external efforts, including meetings, conferences and other efforts. Acts for the Division Chief in his/her absence.

MINIMUM QUALIFICATIONS

Applicants must 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 or environmental planning duties in a class comparable in level of responsibility to Supervising Transportation Planner or Supervising Environmental Planner.

Or II

Five years of supervisory or administrative transportation or environmental management experience with regional or statewide impact. (At least one year must have been comparable in level of responsibility to work performed by a Supervising Transportation Planner or a Supervising Environmental 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: Transportation planning principles. Principles and practices of employee supervision, development, and training. Various phases of transportation systems planning and engineering work. Factors which influence the impact of transportation facilities on the environment, the community and the economy. State and Federal laws regulating Caltrans activities. Caltrans' Strategic Management Plan and departmental goals. 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: Administer a Transportation Planning program. Develop and evaluate alternatives. Analyze data and present ideas and information effectively both orally and in writing. Plan and direct the work of a large Planning staff. Analyze situations accurately and take effective action. Address an audience effectively. Present comprehensive reports and prepare correspondence. Establish and

maintain project priorities. Develop and effectively utilize all available resources. Communicate effectively. Effectively contribute to Caltrans' 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. Knowledge and ability to effectively lead, supervise, direct, and manage an office of varied professional and technical staff.
2. Ability to manage a complex budget in the administration of large organizations and in setting performance measures to assure accountability.
3. Ability to exercise leadership to motivate and inspire supervisors and staff to accomplish organizational goals and objectives.
4. Broad and comprehensive transportation management knowledge with an understanding of the Department's efforts to support an integrated multi-modal state transportation system.
5. Ability to work cooperatively with and build partnerships internally among Caltrans' management as well as with Caltrans' partners, such as local, state and federal agencies, local rail and transit operators, industry representatives, and special interest groups.
6. Ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.
7. Spectrum of interpersonal communication skills (oral and written) that are necessary to address a variety of internal and external issues; ability to accomplish organizational goals and analyze personnel and politically sensitive problems and issues.
8. Knowledge of organizational and transportation policy issues that the Department is facing and its role in addressing these issues, such as the implementation of High Speed Rail System, Intercity Passenger Rail operations, and transfer of functions when established Joint Powers Authorities assume additional management and administration.

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: 16MSP09.**
- 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.
- 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 18, 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 (16MSP09)
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 (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 the California Department of Transportation, 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.