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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 PLANNER**

POSITION TITLE: **CHIEF, OFFICE OF FREIGHT PLANNING**

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

LOCATION: **SACRAMENTO – DIVISION OF TRANSPORTATION PLANNING**

FINAL FILING DATE: **MARCH 23 , 2016**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Transportation Planning, and the Assistant Division Chief for Delivery, the incumbent is responsible for developing and implementing Caltrans' freight planning program. This includes goals, policies, strategies and programs, and the analysis of critical mobility, land use, economic, and environmental issues impacting the transportation system and trade. The position is also responsible for federal and state leadership and coordination, in the implementation of federal and state legislation and policy, and the conduct of key studies of critical national, statewide, and interregional significance. Duties and activities include, but are not limited to:

- Direct and manage the overall implementation of the Department's transportation freight planning efforts, including the following activities:
 - Through partnership with key representatives of other state, federal, regional and local agencies, the private sector, and other Department divisions and District, develop and

implement the Department's freight goals, policies, strategies, programs and performance objectives in conformance with the Governor's EOB 30-15 and EOB 32-15 and Caltrans' Strategic Management Plan and policies.

- Manage the preparation of key guidance and analyses to provide direction for freight planning in California. This includes the preparation of the California Freight Mobility Plan, the analysis of various mobility and environmental issues, such as air quality and climate change that directly affects the planning, programming, and implementation of transportation improvements. This also includes the analysis of national and international trade trends for their impacts on the state's seaports, airports, and border crossings, and on the general transportation network.
- Support the identification and programming of freight capital projects and operational improvements. Work with industry, California Transportation Commission (CTC), HSRA, the regions, and other key state agencies to promote sustainable freight strategies including those that may be funded through the State Transportation Improvement Program (STIP), the Trade Corridor Improvement Fund (TCIF) Program, the State Highway Operations and Protection Plan (SHOPP) and other programs.
- Direct, manage, and provide program guidance, oversight and support to those Districts and headquarters units that are resourced with freight program resources, including program objectives and expectations. Receive work-plans and progress reports. Provide policy and technical assistance.
- Work with Caltrans Freight Project Manager to contribute Caltrans role in development and implementation in the California Sustainable Freight Strategy. Supervise the Freight Office to deliver key products and increase the department's capacity and knowledge in freight planning, policy, logistics, industry needs, and community responses.
- Engage national stakeholders (e.g. Department of Transportation, the American Association of State Highway and Transportation Officials, and the Transportation Research Board) in federal legislative and national research efforts to expand system planning goods movement issue identification and understanding, a menu of response strategies, funding and successful project implementation. Participation in major goods movement projects and studies of national and statewide significance, including the National Interstate 10 Freight Corridor Study (and coalition) and the west corridor coalition.
- Work in cooperation with Caltrans Research program and other Department units to achieve outcomes that fosters long-term mobility, efficiency, and environmental quality /sustainability.

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.

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: Caltrans' budgeting process; Caltrans' Equal Employment Opportunity (EEO) 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 Caltrans EEO 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 Caltrans.

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 Caltrans safety, health, labor relations, and EEO 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 and experience applying federal and state transportation planning, regulation, process, and policy to carry out transportation programs and program elements, particularly freight planning, system planning, regional and statewide planning as well as knowledge of sustainable transportation, climate change and livable communities.
2. Knowledge and experience of transportation programming, financing, and project management processes at the state, regional and federal levels, particularly those of Caltrans.
3. Ability to work and collaborate with Caltrans Districts/Divisions, regional and local transportation agencies, private sector, and advocacy and advisory groups.
4. Knowledge of transportation analysis and analytic requirement for developing multimodal transportation plans, corridor system management, and performance measures, particularly in freight related areas.
5. Broad spectrum of interpersonal communication skills, both oral and written, necessary to address a variety of internal and external issues.

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: 16MSP10**
- 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 **March 23, 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 16MSP10
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.