

# 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: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **CHIEF, OFFICE OF CORRIDOR MANAGEMENT**

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

LOCATION: **DISTRICT 7 – DIVISION OF TRAFFIC OPERATIONS**

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

### DUTIES/RESPONSIBILITIES

Under the general direction of the Division Chief, Division of Traffic Operations, the Office Chief is responsible for day-to-day Transportation Systems Management and Operations (TSM&O), safety improvement activities and the overall performance of the assigned corridors. The incumbent leads and is accountable for all aspects of the system management and planning for operations in conjunction with internal and external partners within assigned corridors. The products and services delivered under the incumbent's responsibilities include safety and mobility improvements, congestion reduction strategies, coordinated, integrated multi-modal system management techniques and the best practices to yield optimized transportation system performance for travelers, commercial vehicle operators, bicyclists and pedestrians. The incumbent participates in and provides input to formulation of traffic operations related policy development and implementation. The Office Chief carries out a range of TSM&O activities in conjunction with District Divisions, other Traffic Operations Offices, corporate Divisions/Programs, other districts, external transportation entities and industry stakeholders to achieve Departmental and District's strategic goals that embrace improved performance of the transportation system while ensuring safety of travelers and highway workers. The incumbent is responsible for the development, implementation, and successful delivery of the

**Supervising Transportation Engineer  
GJ60 – 3155 – 16MSP14**

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Department of Transportation**

Corridor Management and Planning for Operations Work Plans, and other corridor study reports; continuous evaluation of the Office's workforce performance, and taking the necessary steps in workforce development, training, and succession planning towards organizational excellence. Ensures best practices and standards in customer service for both internal and external customers are followed.

Duties and activities include, but are not limited to:

- Plan, direct, implement and monitor the various programs and activities of transportation safety improvements, facility operations and TSM&O to meet the District's and Traffic Operations Program's strategic goals.
- Oversee the development, implementation, and successful delivery of the Corridor Management and Planning for Operations concepts Work Plans to ensure that each project within assigned corridor(s) is planned to deliver the expected performance outcome. Ensures system management strategies such as Active Traffic Management, Intelligent Transportation Systems and supporting technologies are incorporated into the planning process for implementation. Oversee the development of corridor planning studies/documents which incorporate strategic plans, transportation management system business/master plans and clearly identify the performance goals for each corridor assigned to.
- In conjunction with others, lead the implementation of the Connected Corridor projects or other Integrate Corridor Management efforts as opportunities arise. Direct utilizing Corridor Management principles and modeling tools, corridor/system monitoring techniques and performance dashboard together with management decision support systems to continually evaluate and improve system performance of the corridors.
- Ensure that the TSM&O related program production, and performance targets for each corridor is achieved. Report progress on meeting these targets on regular basis to the System Management Principal, Deputy District Director for Traffic Operations, the Chief Deputy and the District Director as needed. Ensure timely and accurate safety and operational analyses are performed by engineering staff in response to various safety and operations needs of the corridors.
- Ensures that all the assigned corridors' traffic signals and ramp meters are in good health, operate optimally, and are properly integrated into the overall corridor management strategy to enhance system performance and safety of the corridor. Oversee staffs' review and support of the development of capital projects with safety & operational improvement needs.
- Ensure that system management and safety needs of corridor(s) are integrated into the District and Caltrans plans, programs and financial documents, specifically for the Interregional Transportation Improvement Program (ITIP), State Transportation Improvement Program (STIP), and all elements of the State Highway Operations Protection Plan and Program (SHOPP).
- Coordinate with internal and external partners to integrate system management and safety concepts into regional plans and programs, system and corridor construction, operations and maintenance. Work closely as a team with the Division of Transportation Planning on all aspects of system and operations planning and programming, planning for operations, comprehensive corridor plans and freight planning.
- Prepare responses to related inquiries and participates in various department activities related to essential TSM&O responsibilities. Facilitate effective/proactive internal and external coordination, represent the District and Caltrans in contacts with local, state and federal agencies, industry representatives, special interest groups, the Legislature and the general public as it relates to sensitive or complex TSM&O issues and challenges. Build and sustain partnerships with various agencies and departments as needed to successfully implement Corridor Management activities.
- Respond to inquiries from public officials, citizens, and other state and local agencies. Provide input on proposed legislation and other policy documents requiring Departmental review. Attend town hall meetings; meet with local agencies on a regular basis; meet with citizens to explain and/or resolve concerns regarding the safety and operations of the State Highway System.
- Provide legal reviews as required, attend depositions, provide court testimony as expert witness, or as person most knowledgeable.

- Manage staffing, supervising, budgeting, workload standard development, performance measurement and business planning. Lead the Traffic Operations Business Process to ensure that resources and efforts are focused on pursuing the highest priority strategies, initiatives, actions, and activities. Manage Traffic Operations knowledge, risk and ensure accessibility and integration with Statewide policy resources. Ensure that Traffic Operations personnel have the most current and accurate knowledge, tools, and resources to enable them to make informed decisions and take the best course of action. Ensure that staff are aware of Caltrans' policies such as Workplace Violence, Sexual Harassment, & Equal Employment Opportunity, etc. Ensure proper charging practices, and takes corrective action as necessary to stay within Office's allocations.
- Identify needs for related research, Intelligent Transportation Systems, technology transfer and deployment of best practices. Ensure that research results and industry best practices are implemented consistent with the statewide guidelines to maximize mobility and safety throughout the corridors.

### **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. Practical knowledge of federal and state transportation regulations, laws, policies and funding across all transportation modal program elements. Experience in development and programming of corridor safety and facility operation studies, related asset management principles, performance indicators and work plans.
2. Practical knowledge of traffic flow theories, traffic engineering, traffic impact analysis, factors and policies that influence system performance. Experience in managing large or complex real-time, multi-modal, multi-jurisdictional transportation management system projects, technology and enabling innovations.
3. Ability to formulate TSMO strategies, promote performance based decisions and to align with Caltrans' vision, Strategic Management goals and business needs of the Traffic Operations Program.
4. Ability to take intelligent risks and to support staff in taking informed risks; anticipate the implications and consequences of situations and decisions, and prepare for possible outcomes.
5. Ability to work cooperatively with and build partnerships internally among management as well as with Caltrans' partners, such as local, state and federal agencies, industry representatives, and special interest groups.
6. Experience and knowledge of development and programming of transportation corridor safety and facility operation studies, related asset management principles, performance indicators and workplans.
7. Experience in organizational management, workforce development, professional capacity building, succession planning, Equal Employment Opportunity preventive and corrective disciplinary techniques. Ability to supervise and lead teams, delegate responsibility, and manage complex projects.
8. Ability to participate in public forums, communicate effectively, orally and in writing, represent Caltrans in advanced transportation systems matters and serve in a consulting capacity with other Caltrans functional areas.
9. Ability to effectively apply logic and creativity in decision making processes, and successfully apply negotiation and motivation skills.
10. Possession of skillset to develop personnel and fiscal and personnel resource allocation and expenditure plans, effectively monitor usage of personnel and operating expenses in meeting delivery commitments, and formulate mitigation paths.

### **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: 16MSP14**
- 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 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 16MSP14  
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.*