

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 PLANNER**

POSITION TITLE: **CHIEF, OFFICE OF STRATEGIC DEVELOPMENT**

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

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **APRIL 8, 2016**

MSP #: **16MSP16**

DUTIES/RESPONSIBILITIES

Under the general direction of the Assistant Division Chief, Operations, Division of Traffic Operations, the Office Chief leads strategic development activities for the Traffic Operations Program. The incumbent leads the development and implementation of statewide policies, research coordination, strategic plans, programs and statewide pilots for new programs in alignment with Caltrans' Strategic Management Plan. The incumbent leads Caltrans' implementation of Transportation System Management and Operations (TSM&O) with emphasis on Integrated Corridor Management and system performance. These activities will change the transportation management culture from reactive to proactively managing and operating the transportation system.

Duties and activities include, but are not limited to:

- Manages, directs and integrates Caltrans' TSM&O activities including strategic and advanced development of real time traffic management policies and programs, capability maturity model self-assessments and regional operations forums.

- Directs development and monitors implementation of the TSM&O implementation plan.
- Develops proactive, dynamic and integrated Traffic Operations programs and systems.
- Develops strategies, policies and programs for optimized multimodal transportation systems.
- Directs development of the California Connected Corridors Program, including integrated corridor management plans, policies, programs and corridor management demonstrations.
- Plans, directs and evaluates two transportation management systems pilot demonstration projects.
- Directs Caltrans' activities for the Strategic Management Plan System Performance goal objectives 4.5.1 and 4.5.2 for integrated corridor management.
- Leads the advanced research and development of Tools for Operations Planning, and active traffic management and system management decision support system concepts.
- Provides statewide direction, coordination and support for new decision support systems technologies.
- Manages, directs and integrates activities to develop, prepare, and update strategic plans and actions, including the Caltrans TSM&O Program Plan, Transportation Management System Master Plan, Traffic Operations Program Strategic Plan, Intelligent Transportation System Statewide and coordination of Regional Architecture plans.
- Ensures integration of TSM&O activities with Divisions, including Transportation Planning (DOTP), Maintenance, Design and Information Technology, and districts.
- Leads and participates in inter-department and inter-agency multi-disciplinary teams.
- Coordinates TSM&O-related activities with regional and local partners, federal and state agencies; coordinates with Division of Research and Innovation, and System Information and universities on new technologies and other research needs.
- Represents Caltrans on national management and operations and technology committees.
- Hires, develops, trains and retains staff. Ensures that staff is familiar with Caltrans' Strategic Plan and the Division's business plan and principles, and that they understand the office/branch expectations and duties as described in their duty statement.
- Provides staff the resources needed to perform their assigned duties successfully (e.g., tools, equipment, staff, materials). Schedules work assignments, establishes priorities, and directs the work of staff making adjustments as necessary due to changing priorities.
- Provides feedback on job performance to the employee that entails critical, constructive, and ideally oral and written feedback, through the regular monitoring of their productivity and work load.
- Prepares timely probation reports and individual development plans, provides training opportunities within the unit, and develops plans and tools to build strengths and close performance gaps. If necessary, employs actions to address performance issues (corrective, adverse, etc.).
- Manages the office budget, develops and refines workload standards and performance measures, and leads business planning for the Office of Strategic Development.
- Promotes performance-based decision making and understands how an organization must adapt to internal and external trends and influences at the local, regional, statewide and national levels.
- Participates in executive leadership team to implement the Traffic Operations Strategic Plan, including efforts to increase performance-based management, partnerships, knowledge management, and the use of technology and innovation.
- Participates in the development and implementation of the Program Strategic and Business Plan.
- Reviews and monitors staff activities to ensure they have achieved the agreed upon production, efficiency, and performance for the Office of Strategic Development.
- Directs staff in developing and maintaining workload standards, production units, performance measures, and outcomes supporting zero base performance-based budgeting of Office of Strategic Development functions. Ensures that the functional managers' report production data and support workload development for Office of Strategic Development.
- Manages, directs and integrates activities for Local Development/Intergovernmental Review traffic analysis programs and develops statewide access management strategies; Proposition 1B

Traffic Signal Synchronization Bond Program; Smart growth trip generation research and incorporating operations priorities into statewide planning products.

- Assists the Office of Performance with coordinating Strategic Highway Safety Plan regional, local, and tribal government, and traffic operations needs and investment strategies activities.
- Prepares correspondence, reports, and technical articles for publication and/or presentation.
- Prepares Budget Change Requests, Finance Letters, and issue papers, briefs executive management, responds to Control Agency inquiries, and reviews legislative bills. Responds to legislative requests for information and requests from other State Departments of Transportation and agencies.

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. Candidates who meet the minimum qualifications will be admitted into the examination process. 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.

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: 16MSP16**

- Faxed or emailed applications will not be accepted.
- Resumes are optional and **do not** take the place of the 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).**

The State application must be received or postmarked by the final file date of **April 8, 2016**. Interagency mail received after this date will NOT be accepted. Please submit your State application to:

**Department of Transportation
Division of Human Resources
ATTN: Leslie Mazzeo (16MSP16)
1727 30th Street, MS-90
Sacramento, CA 95816**

Or apply online by signing in to your CalCareer Account at:

<https://jobs.ca.gov/>

Questions regarding this examination process should be directed to Leslie Mazzeo at (916) 227-4176.

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.