

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 A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **PRINCIPAL TRANSPORTATION ENGINEER**

POSITION TITLE: **CHIEF, NORTH REGION CONSTRUCTION**

SALARY: **\$11,197 - \$12,718**

LOCATION/DIVISION: **DISTRICT 3 – DIVISION OF CONSTRUCTION**

FINAL FILING DATE: **APRIL 26, 2016**

MSP #: **16MSP17**

DUTIES/RESPONSIBILITIES

Under the general direction of the District 3 Director, a CEA Range B, serves as the Chief of North Region Construction. The Principal Transportation Engineer is responsible for managing, budgeting and directing all phases of Construction and Materials Engineering and Testing (ME&T) for transportation facilities in the North Region. Recommends, develops and implements policies and procedures, establishes work standards and implements work priorities. The incumbent will provide expertise on critical and sensitive project related issues. This requires extensive construction experience and leadership skills to ensure commitments are successfully met for the North Region (Districts 1, 2, & 3). Duties and activities include, but are not limited to:

- Plans and manages the North Region Construction and ME&T Program. Ensures projects are constructed in conformance with all applicable laws, specifications and plans.

- Collaborates with other district executives in determining District objectives, workload projections, resource allocations and budget redirection and resource management for capital and non-capital projects. Improves the construction and materials engineering and testing processes to meet the goals and objectives of the District.
- Represents North Region with outside agencies and policy making boards on difficult technical and administrative matters as well as making recommendations regarding the construction and ME&T program. Keeps the District Director advised on highly sensitive and/or critical construction issues.
- Serves as a high level technical expert on construction projects.

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, electrical, or mechanical engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of transportation engineering experience as a Supervising level engineer in the California state service; or four years of transportation engineering experience as a Senior level engineer.

Or II

Experience: One year of managerial experience in the California state service equivalent in level to a Supervising Transportation Planner; or four years of supervisory or managerial experience equivalent in level to a Senior Transportation Planner. **and**

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

Or III

Experience: Broad and extensive (more than five years) transportation engineering experience equivalent in responsibility to a Senior or higher level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Transportation economics and financing; 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 the activities of the Department of Transportation; principles and techniques of personnel management and supervision; Caltrans' 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 a large engineering staff; analyze situations accurately and take effective action; address an audience effectively; present comprehensive reports and prepare correspondence; communicate effectively; effectively contribute to Caltrans' 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.

STATEMENT OF QUALIFICATIONS/EVALUATION CRITERIA

A Statement of Qualifications (SOQ) must be submitted along with the State Application. A SOQ is a discussion of how an applicant's education, training, experience, and skills meet the criteria below and qualify them for the position. The SOQ must not exceed two (2) pages in length.

Please submit a Statement of Qualifications which includes the following information:

1. Demonstrated knowledge of capital and non-capital program budget processes, workload development and resource management.
2. Demonstrated knowledge of organization and policy issues facing Caltrans, and the current responses to such issues.
3. Demonstrated in-depth knowledge of the Caltrans construction contract administration process and its interrelationship to the other project delivery functions.
4. Demonstrated ability to develop and implement innovative and effective solutions for transportation problems.
5. Demonstrated ability to plan strategically and implement with measurable results.
6. Demonstrated ability to effectively develop and lead a multi-disciplinary staff.
7. Demonstrated broad spectrum of interpersonal communication skills that are necessary to address a variety of internal and external issues.
8. Demonstrated ability to initiate, develop and maintain positive relationships with other agencies and interest groups.

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: 16MSP17**
- A Statement of Qualifications. **The Statement of Qualifications must not exceed two pages in length.**
- Faxed or emailed applications will not be accepted.
- 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).**

The State application and Statement of Qualifications must be received or postmarked by the final file date of **April 26, 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
Division of Human Resources
ATTN: Leslie Mazzeo (16MSP17)
1727 30th Street, MS-90
Sacramento, CA 95816**

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

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

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

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.