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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 DESIGNATED FOR MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION PLANNER**

POSITION TITLE: **CHIEF, OFFICE OF PROGRAM & PROJECT PLANNING**

SALARY: **\$7,088.00 - \$8,048.00**

LOCATION: **HEADQUARTERS - SACRAMENTO**

DIVISION: **TRANSPORTATION PLANNING**

FINAL FILING DATE: **APRIL 12, 2016**

DUTIES/RESPONSIBILITIES

Under the direction of the Division Chief, Division of Transportation Planning, the incumbent is responsible for managing, directing, and developing policies and practices for Caltrans statewide project initiation documents efforts including the statewide allocation of resources. Coordinating future project development candidates and priorities with strategic and system wide plans, goals, and objectives. Representing the Division of Transportation Planning in Project Management improvement process efforts and teams and coordinating project candidates and priorities with project management systems under development. Overall coordination of related efforts and with the Capital Outlay programs, Traffic, Maintenance, and Programming. The position represents the Division of Transportation Planning for project management issues within the Project Management and Design and Local Programs and overall for project-plan coordination with Project Management, Design and Local Programs, Traffic Operations, Maintenance, Environmental, the Division of Engineering Services, and Programming.

- Manages the project initiation documents (PID) effort for capital, major related programs and STIP coordination with Programming.
- Determines yearly district allocations of resources to accomplish strategic and system plan goals and objectives including the 10 year SHOPP Plan; manages resources issues overall including district disputes on resource levels.
- Coordinates PID efforts with all capital and related programs and Programming.
- Works cooperatively with Programming during STIP cycles to assess project proposals considering life cycle benefit cost analyses and project priorities with related statewide and Regional Plans and Programs.
- Provides instructions and guidance to districts for preparing yearly work programs for PID efforts for STIP and SHOPP cycles and evaluate linkage of proposed PIDs with project priorities in Regional Transportation Plans, Congestion Management Programs, the Interregional Transportation Strategic Plan, and the 10 Year SHOPP Plan.
- Monitors and evaluates the numbers and types of projects with completed PIDs Monitor with the numbers and types programmed; manage the amount of PID Shelf within the department to effectively utilize resources.
- Monitors and evaluates quarterly progress by district to complete yearly work programs and assess statewide PID readiness for upcoming STIP and SHOPP programming cycles.
- Evaluates budget resource levels in district to effectively carry out the PID effort including identifying the need for resource increases and effectively resource management.
- Prepares recommended resource allocations and monitor district resource expenditures for PIDs to ensure district manage within their allocations.
- Coordinates or prepares Budget Change Proposals for resource increases for PIDs, PID oversight, and preliminary investigations for STIP projects.
- Represents the Division of Transportation Planning in the Process Improvement efforts.
- Participates on process improvement teams and quality teams for all aspects of project development and delivery.
- Identifies training needs with related programs and coordinates with capital and related programs.
- Coordinates input to process improvement and training with other Planning units.
- Coordinates the future capital candidate projects and project priorities identified through System Planning, specifically the Transportation System Development Programs with the Project Management Program for inclusion in project management control systems.
- Works with Project Management to identify the placement and effective integration of the future project candidates and priorities with project management systems under development.
- Coordinates with the Office of Advanced System Planning to integrate the Transportation System Development Programs and other major Regional Transportation Plan and Congestion Management Program projects into the project management systems.
- Engages in other assignments such as strategic planning, planning regulations, legislative bill analysis, and operation plans, development of BCPs and SPR proposals, and prepares technical correspondence, issue papers, and special assignments.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with Caltrans and 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 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: Department's budgeting process. 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 the department's Equal Employment Opportunity Program and the process available to meet these program objectives. Purpose, organization, and policies of Federal, State, regional, and local transportation agencies. Program goals and Caltrans objectives. Principles of supervision and personnel management.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems. Develop and evaluate alternatives. Analyze data and present ideas and information effectively both orally and in writing. 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 Equal Employment Opportunity Program objectives. Provide direction of the analysis of transportation and environmental planning studies. 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. Demonstrated knowledge of organization and policy issues facing Caltrans, and the current responses to the issues.
2. Demonstrated broad spectrum of interpersonal communication skills (written and oral) necessary to address a variety of internal and external issues.
3. Demonstrated knowledge and experience with Caltrans personnel management practices and procedures.
4. Demonstrated knowledge of budget processes, workload development and resource management.

5. Demonstrated ability to develop and implement innovative and effective solutions for transportation problems.
6. Demonstrated knowledge and experience with Caltrans' project management and programming processes.
7. Demonstrated ability to effectively develop and lead multi-disciplinary teams.
8. Demonstrated ability to initiate, develop and maintain positive relationships with other agencies and interest groups.
9. Demonstrated knowledge of the Caltrans' project development process.

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: 16MSP18**
- 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 12, 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: Alejandra Saldana 16MSP18
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 Alejandra Saldana at (916) 227-5534.

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.