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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 AN OPEN EXAMINATION. LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS DESIGNATED FOR MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION PLANNER**

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

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

LOCATION: **HEADQUARTERS - SACRAMENTO**

DIVISION: **TRANSPORTATION PLANNING**

FINAL FILING DATE: **APRIL 13, 2016**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Transportation Planning and the Assistant Division Chief, the incumbent plans, organizes and manages the work of the Office of Regional Planning, including oversight and direction of the federal, regional, and interagency transportation planning, development and implementing policies and strategies in response to federal and state transportation and environmental legislation and regulations; developing policy and guidance for the development of Overall Work Programs (OWP) by regional agencies; general oversight of the Regional Transportation Plan (RTP) process; administration of the Sustainable Transportation Grants and public engagement in transportation planning. The position is also responsible for the general oversight of legislative bill analysis impacting the regional planning process and contact with and assistance to the Regional Caltrans-Coordination Group, California Council of Governments (CalCOG) and other interagency groups; and responsible for personnel functions of the office.

- As program manager for the Regional Planning Program, provide direction and innovation to develop and implement policies, priorities, formulas and procedures. Provide technical, program and policy related information and guidance to the districts, Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), State agencies and other external agencies. Ensure statewide consistency in overall quality, activities and products. Integrate project development and environmental concerns into regional transportation planning and transportation improvement program development. Represent the Department and the Division of Transportation Planning in functions relating to development of OWPs, RTPs and the federal and state funding provided to the MPOs/RTPAs to carryout these activities. Manage the Sustainable Transportation Grant Program and act as liaison with California Transportation Commission (CTC) and other State agencies and regional partners in the update or development of the Regional Transportation Guidelines.
- Monitor and evaluate Federal and State transportation-related legislation, regulations, guidance and procedures. Initiate the Department's response and strategies to anticipate and resolve issues and concerns.
- Coordinate with Caltrans district regional planning program managers and CTC, and oversee the California Transportation Conference organized by the Division of Transportation Planning. Participate in and lead special studies and task forces to assure that Federal and State planning and programming requirements are satisfied, and identify and examine opportunities to optimize transportation planning and program activities and funds, and identify conflicts and issues for early resolution.
- Quick response to Agency Secretary and Department top managers on special assignments and information requests.
- Manage office issues related to the office strategic plan, organization, scheduling, training and staff development, performance evaluation, safety and specific personnel issues.

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: State transportation investment decision making process. Department's budgeting and programming process. Department's State and System Planning processes. Metropolitan Planning Organizations (MPO), Regional Transportation Planning Agencies (RTPAs), cities and counties planning and programming requirements and practices. Public Participation process and grant administration. Purposes, organization, and policies of Federal, State, regional, and local transportation agencies. Program goals and Caltrans 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 the department's Equal Employment Opportunity Program and the process available to meet these program objectives.

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 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.

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 and experience applying federal and state transportation planning, regulation, process, and policy to carry out transportation programs and program elements, particularly regional planning, system planning and statewide planning.
- 2) Demonstrated knowledge and experience of transportation programming, financing, and project management processes at the state, regional and federal levels, particularly those of Caltrans.
- 3) Demonstrated ability to work and collaborate with Caltrans Districts/Divisions; state, regional and local transportation agencies; private sector, and advocacy and advisory groups.
- 4) Demonstrated ability to develop and implement innovative and effective solutions for transportation problems.
- 5) Demonstrated broad spectrum of interpersonal communication skills, both oral and written, necessary to address a variety of internal and external issues.
- 6) Demonstrated knowledge and ability to analyze and implement legislations and regulations.
- 7) Ability to identify emerging issues in transportation, provide supporting research and analysis and prepare issue papers.

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: 16MSP19**
- 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 must 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 13, 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 16MSP19
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.