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MANAGERIAL SELECTION PROCESS

Caltrans strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of, 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 political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender 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 ENVIRONMENTAL PLANNER**

POSITION TITLE: **OFFICE CHIEF, NORTH REGION ENVIRONMENTAL PLANNING**

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

LOCATION: **DISTRICT 3 – DIVISION OF NORTH REGION ENVIRONMENTAL PLANNING**

FINAL FILING DATE: **APRIL 27, 2016**

DUTIES/RESPONSIBILITIES

Under the general direction of the North Region Environmental Division Chief, a CEA A, the Office Chief represents the North Region in environmental planning matters of District 3 significance and is responsible for supervising the planning and production of environmental documents and the provision of environmental specialist services to the North Region in the Marysville and Sacramento offices. This position requires regular travel throughout North Region. In the absence of the Division Chief, this Manager may be the Acting Region Environmental Division Chief. This position is located in Marysville.

Duties and activities include, but are not limited to:

- Supervise the Marysville Office:
 - Four Environmental Management Branches (three in Marysville, one in Sacramento) conducting primarily District 3 work, but may include work anywhere in the North Region
 - One Environmental Engineering Services, South, Branch
 - Three Senior Environmental Planner Specialists

**Supervising Environmental Planner
JX10 – 4719 – 16MSP22**

**Final File Date: April 27, 2016
Bulletin Release Date: April 6, 2016
Department of Transportation**

These branches/positions are responsible for the delivery of environmental documents for the North Region. Plan, organize, and direct the planning and production of environmental documents necessary to deliver capital and non-capital projects in the North Region. Delegate and assign work, select and hire staff, appraise performance, coordinate activities, and determine training needs.

- Works with Caltrans manager to assure project work plans and schedule commitments are met by ongoing monitoring, attending regular status meetings, and ongoing communication with staff and the regulatory agencies.
- Serves as Caltrans representative for multi-project/program level environmental negotiations with State and Federal transportation and resource agencies and the public.
- Manages miscellaneous studies, reviews, and sensitive negotiations of Regional and statewide significance.

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 the more difficult and complex work on special environmental projects or research studies as an in-house consultant; or managing an interdisciplinary team preparing environmental studies and preparing environmental documents in a class at a level equivalent to that of Senior Environmental Planner.

Or II

Experience: Five years of experience in conducting comprehensive environmental studies of statewide significance and preparing environmental documents, at least one year of which must have been equivalent in level to work performed by a Senior Environmental Planner in the California state service. **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and techniques of supervision and personnel management; differences of impacts of multimodal forms of transportation on the environment; methods of administering environmental projects and programs; Caltrans' Equal Employment Opportunity Program objectives; a manager's role in the Equal Employment Opportunity Program and the processes available to meet the Equal Employment Opportunity Program objectives; methods of planning, organizing, directing and controlling major statewide differences in, and uses of, multimodal forms of transportation considering various environmental factors. Alignment of division's goals with Caltrans' Strategic Management Plan.

Ability to: Coordinate environmental investigations of proposed projects; review and evaluate local plans in relation to statewide environmental interests; incorporate the input of interested groups and agencies into the environmental planning and analysis process; solicit necessary expertise to complete environmental studies or meet project goals; establish and maintain project priorities; effectively contribute to the Caltrans' Equal Employment Opportunity Program objectives; supervise and direct the activities of others; participate as a witness in local hearings.

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. Knowledge and ability to work within the Caltrans project development process, including development, review, and approval of environmental documentation as well as working with internal and external partners
2. Knowledge and the ability to interpret and apply environmental laws, regulations and directives at the local, state and federal levels
3. Knowledge and the ability to develop policies, procedures, and/or guidance within the environmental and environmental engineering arena, including working with Headquarters functional divisions in interpretation and clarification of such policies and practices.
4. Experience and ability to serve on project development teams or serving on/leading statewide or corporate quality teams
5. Interpersonal and supervisory leadership and management skills, including excellent oral and written communication skills, diplomacy, tact and negotiating skills with an ability and willingness to proactively work in a rapidly changing environment
6. Ability to make clear and convincing presentations, provide new perspectives and innovative processes, and effectively apply logic and creativity in decision-making processes and in the application of motivational skills
7. Knowledge and ability to use a personal computer equipped with email, word processing, spreadsheet, database, and web browser applications
8. Ability to accomplish organizational goals and analyze personnel and politically sensitive problems and issues

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: 16MSP22**
- 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 27, 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 16MSP22
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 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.