

# 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: **SUPERVISING TRANSPORTATION PLANNER**

POSITION TITLE: **CHIEF, OFFICE OF MULTI-MODAL SYSTEM PLANNING**

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

LOCATION: **SACRAMENTO – DIVISION OF TRANSPORTATION PLANNING**

FINAL FILING DATE: **MAY 4 , 2016**

### DUTIES/RESPONSIBILITIES

Under the general direction of the Assistant Division Chief for Delivery, the Office Chief is responsible for leading Caltrans' multi modal system planning program. This includes goals, policies, strategies and programs, and analysis of issues impacting the transportation system. The incumbent is also responsible for the implementation of multi modal corridor planning, corridor system management, planning for operations, travel forecasting and modeling, and application of new technologies and telecommunications in developing effective long-range transportation planning. Duties and activities include, but are not limited to:

- Direct the preparation of analyses, evaluations and development of policy recommendations on transportation system planning issues. Develop department guidance, policies and strategies to improve all aspects of multi modal system planning in California.
- In coordination with other functional programs provide direction, investment strategies and reporting on state highway multi modal projects for the Regional Transportation Improvement

Program (RTIP), Interregional Transportation Improvement Program (ITIP), State Highway Operations and Protection Program (SHOPP), and other funding sources as applicable.

- Apply Transportation Systems Management and Operations (TSM&O) principles to transportation planning, programming, investment decision-making and policy development.
- Provide program guidance and technical assistance on multi-modal and inter-modal corridor planning and preservation studies performed by Caltrans Districts and regional planning agencies.
- Direct Division of Transportation Planning studies and activities supporting development of a high-speed ground transportation.
- Develop and implement programs and policies for incorporating new technology and telecommunication in transportation system development and coordinate Caltrans' activities with those of other functional units and state, regional, and local 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. 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**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated based on the candidate's demonstrated:

1. Knowledge of organization and policy issues facing Caltrans, and the current responses to the issues.
2. Broad spectrum of interpersonal communication skills (written and oral) necessary to address a variety of internal and external issues.
3. Knowledge and experience with Caltrans personnel management practices and procedures.
4. Knowledge of budget processes, workload development and resource management.
5. Ability to develop and implement innovative and effective solutions for transportation problems.
6. Knowledge and experience with Caltrans' project management and programming processes.
7. Ability to effectively develop and lead multi-disciplinary teams.
8. Ability to initiate, develop and maintain positive relationships with other agencies and interest groups.
9. Knowledge of 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: 16MSP24**
- 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 Statement of Qualifications evaluation criteria 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 **May 4, 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 16MSP24  
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 30<sup>th</sup> Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.*