

MSP



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 ENVIRONMENTAL PLANNER**

POSITION TITLE: **CHIEF, BIOLOGICAL STUDIES**

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

LOCATION: **HEADQUARTERS - SACRAMENTO**

DIVISION: **DIVISION OF ENVIRONMENTAL ANALYSIS**

FINAL FILING DATE: **JUNE 24, 2016**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Environmental Analysis (DEA), a CEA B, the Supervising Environmental Planner/Chief, Office of Biological Studies supervises the Division's Biological Studies and research management functions providing a full spectrum of services to districts and other units in the Natural Sciences including direct project assistance, development of guidelines, policies and procedures; coordinates with state and federal environmental agencies to improve relationships and speed up problems resolution; supervises the procurement of environmental consultants and the contract management for those functions; and assists in the formulation and recommendation of environmental policies, goals and objectives in Caltrans. The Office Chief serves as a member of the Department's Environmental Management Board and the DEA Management Board.

- Represents the Department and the Environmental Division in Natural Sciences related environmental planning matters of statewide significance. Provides liaison with state and federal agencies regarding compliance with federal and state laws related to Natural Sciences. Identifies and resolves policy issues with state and federal agencies. Coordinates with other Caltrans programs on policy issues related to Natural Sciences. Reviews state and federal legislation and regulations in assigned subject areas.
- Maintains awareness of Natural Sciences issues in the districts, identifies problem, provides assistance in resolving issues, informs and makes recommendations to the Program Manager, Deputy Directors, and District Division Chiefs.
- Supervises staff preparation of guidance (e.g., policies, standards, procedures, practices) for Caltrans staff and consultants in conducting technical studies, evaluating environmental impacts, and preparing compliance documents related to Natural Sciences. Identifies training needs and provides training and technical assistance to districts in these areas. Works with districts and personnel to develop appropriate lists so that staffing needs can be met. Assists and supervises staff in the delivery of related training.
- Supervises the development of contract consulting services for Caltrans' environmental program, providing functional direction on the consulting services procurement process and examples of documents needed to obtain environmental consulting services.
- Manages Biology Office resources in accordance with Departmental policies, including developing future budget plans for biological services and interagency agreements.
- Serves on Division, Departmental, Statewide, and National task forces and committees.
- Coordinates research needs for the Division.
- Serves as Acting Environmental Division Chief when delegated in absence of the Chief.

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 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. Manager's role in the Equal Employment Opportunity Program (EEO) and the processes available to meet EEO 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. Develop and evaluate alternatives and establish and maintain project priorities. 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. Participate as a witness in local hearings. Solicit necessary expertise to complete environmental studies or meet project goals. Supervise and direct the activities of others. Develop and effectively utilize all available resources. 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 minimum qualifications will be admitted into the examination process.

During the first phase of the examination process, an evaluation of the Statement of Qualifications may be conducted. Applicants who achieve a passing score of 70% or higher during this phase will proceed to the interview portion of the examination process. 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.

- 1) Knowledge of Departmental major activity areas and organization, Departmental policies, financial constraints, and specific knowledge of environmental /engineering planning and project development process and all related laws and regulations.
- 2) Knowledge of an extent of experience dealing with National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA), Endangered Species Act, and related state and federal environmental laws, regulations and executive orders.
- 3) Knowledge of organizational relationships both within and outside of the Department that pertains to planning, design, construction, operation and maintenance of transportation facilities.
- 4) Ability to supervise, motivate and lead a multi-disciplinary professional staff, and effectively contribute to Caltrans's safety, health, equal opportunity and labor relations objectives.
- 5) Ability to assimilate input from various sources, to evaluate that input to develop alternative courses of action, and to make informed risk-based decisions and objective recommendations and environmental issues relating to project delivery.
- 6) Ability to participate in public forums, represent Caltrans in high level meetings with internal and external management, local transportation agency staff, regulatory agency personnel, CalSTA management and staff, as well as legislative representatives.
- 7) Ability to develop and maintain cooperative relationships with local, state and federal agencies, and incorporated the input of interested groups and agencies into the environmental process.
- 8) Ability to communicate effectively both orally and in writing, manage consultants, contracts, resources and budgets.

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: 16MSP30**
- Faxed or emailed applications will not be accepted.

- 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 and qualify them for the position. **The SOQ must not exceed two (2) pages in length.**
- 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 **June 24, 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 16MSP30
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.