

M S P



MANAGERIAL SELECTION PROCESS

State of California strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status. 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: **STAFF SERVICES MANAGER III**

POSITION TITLE: **CHIEF, EQUAL EMPLOYMENT OPPORTUNITY PROGRAM**

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

LOCATION: **HEADQUARTERS - SACRAMENTO**

PROGRAM: **ADMINISTRATION**

FINAL FILING DATE: **July 7, 2016**

DUTIES/RESPONSIBILITIES

Under the direction of the Deputy Director, Administration, the Chief, Equal Employment Opportunity (EEO) Program is responsible for the oversight and management of the statewide EEO Program. The incumbent must demonstrate a positive attitude and a commitment to providing customer service that is accurate, timely, and exceeds our customers' expectations, while maintaining complete confidentiality. Duties and activities include, but are not limited to:

- Manages, oversees, and directs the Discrimination Complaint Investigation Unit (DCIU).
- Manages the development, implementation, coordination, and monitoring of training on the informal discrimination complaint process, and the rights of the complainant, witnesses, and respondents, to all levels of management and rank and file employees within Caltrans.

- Ensures compliance with State and Federal agencies, and prepares quarterly and annual investigation activity reporting and monitoring. Incumbent ensures discrimination complaints are investigated in a comprehensive, neutral, confidential, and timely manner to comply with internal and external guidelines.
- Manages, oversees, and directs the Caltrans EEO Program.
- Cooperates with State and Federal compliance agencies to ensure quarterly and annual reporting and monitoring requirements for EEO are met.
- Supervises managers engaged in the administration and execution of the EEO Program. Provides functional direction to EEO Officers in the Districts.
- Provides recommendations to Deputy Director of Administration on the formulation and/or administration of policy and long range planning for the program and services.
- Reviews pending legislation and analysis impacting DCIU Programs and services, and responds to internal and external audits.
- Testifies at depositions, trials and administrative hearings involving Caltrans and may be designated as “Person Most Knowledgeable” for all DCIU/EEO related issues.
- Represents Caltrans at meetings, committees, task forces, and collaborates with legislators, Federal, State, regional and local agencies, and the general public concerning the scope and content of Caltrans’ EEO Program.
- Ensures compliance and alignment with the Caltrans Strategic Plan.

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 duties of a Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or II

One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial). and

Current employment in a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or III

Two years of experience in the California state service performing the duties of a Staff Services Manager I.

Or IV

Experience: Five years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least two years of which must have been in a supervisory capacity. [Experience in the California state service applied towards this requirement must include two years performing the duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).] (In appraising experience more weight will be given to the breadth of pertinent

experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.) **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, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas. Principles and practices of employee supervision, development and training and Program management. Formal and informal aspects of the legislative process. The administration of Caltrans' goals and policies. Governmental functions and organization at the State and local level. Caltrans' EEO objectives. A manager's role in the EEO Program and the processes available to meet EEO 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. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas. Gain and maintain the confidence and cooperation of those contacted during the course of work. Review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies. Manage a complex Staff Services program. Establish and maintain project priorities. Develop and effectively utilize all available resources. Effectively contribute to Caltrans' EEO 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.

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. An 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.

Please submit a Statement of Qualifications in response to the following:

- 1) Demonstrated knowledge of federal and State laws and regulations that apply to, and impact the work of Caltrans and Caltrans' mission, vision, goals, programs and policies, specifically in regards to EEO and DCIU.
- 2) Demonstrated high degree of integrity, discretion and sound judgment in decision making.
- 3) Knowledge and experience in handling highly sensitive human resources, labor relations and equal employment opportunity issues.
- 4) Demonstrated ability to develop and keep positive professional relationships at all levels, internal and external, and to provide high quality customer service.

- 5) Provide examples of how you have balanced competing priorities, tasks, and/or deliverables to meet critical timelines and/or deadlines.
- 6) Demonstrated ability to negotiate difficult situations with diplomacy and tact.
- 7) Describe your experience and ability to communicate effectively with others, including strong written and verbal communication skills.
- 8) Experience consulting and working cooperatively with internal and external partners, including control agencies.
- 9) Knowledge of the laws, rules, and regulations that govern EEO and Discrimination Complaint Investigations.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678), which includes working service titles and dates of experience. The application should specify the **classification, position title, and the following MSP Number: 16MSP34**
- A Statement of Qualifications. **The Statement must not exceed two pages in length.**
- Faxed or emailed applications will not be accepted.
- 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 **July 7, 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 (16MSP34)
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.