

# 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, religion 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: **SUPERVISING BRIDGE ENGINEER  
(24 MONTHS LIMITED TERM - *MAY BECOME PERMANENT*)**

POSITION TITLE: **DIVISION OF ENGINEERING SERVICES – INDEPENDENT  
QUALITY ASSURANCE MANAGER**

SALARY: **\$10,702 - \$12,157**

LOCATION: **DISTRICT 7 – LOS ANGELES**

DIVISION: **DIVISION OF ENGINEERING SERVICES**

FINAL FILING DATE: **AUGUST 15, 2016**

### DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy Division Chief, Structure Construction, of the Division of Engineering Services, the Supervising Bridge Engineer travels frequently to the Integrated Project Office (IPO) located in District 7 – Long Beach. Manages the Division of Engineering Services (DES) oversight team responsible for Independent Quality Assurance (IQA) for the General Desmond Bridge Design –Build project. The incumbent commits to partner with the Port of Long Beach and the Los Angeles County Metropolitan Transportation Authority (LACMTA) and their contractors to expedite the review from a dedicated DES team.

- Plans and provides guidance for DES transportation structures (design and construction oversight) and geotechnical group on the activities of the Gerald Desmond Bridge Design-Build

project. Represents DES in project-related meetings conducted in the Integrated Project Office (IPO) and other locations. Conducts structure selection type and task group meetings. Partners with the Port of Long Beach and its contractors to ensure the adequate design and construction project quality. Provides management oversight to the independent quality management team for transportation structures. Provides concurrence to Port of Long Beach and district on contract change orders, claims, and request for early construction.

- Provides technical oversight for the structural portions of the project, from the inception through construction completion. Coordinating timely technical reviews from office/field staff and DES functional units for project submittals. Reviews results of technical reviews, and approves the contractor's requests. Approves structure General Plans, Final Plans, and Specifications. Ensure that the project construction records are complete and incorporated into Caltrans' records. Design-Build contractor typical design deliverables include: Type Selection of Structures, Early Release for Construction (for the portion of the structures designed and checked). Release for Construction (when the structure design is at PS&E level). Final Design Approval. As-built and Close Out documents.
- Provides and maintains project status and other information in office, division, and statewide databases; Engages in constant coordination with District 7, Office of Special Funded Projects (OSFP), Structure Construction, and other DES and HQ functional units. Plans, secures, monitors, and adjusts necessary resources within and between DES units to perform quality assurance and administer the Design-Build contract. Supervises engineers assigned to this project.
- Prepares written correspondence and reports supporting project or Caltrans activities.

### **MINIMUM QUALIFICATIONS**

Applicant 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.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **And**

#### **Either I**

Experience: One year of structure engineering experience as a Senior Bridge Engineer in the California state service.

#### **Or II**

Experience: One year of experience equivalent in level of responsibility to a Senior Transportation Engineer in the California state service **AND** at least two years of structure engineering experience as a Transportation Engineer (Civil), Range D, or higher in the California state service.

#### **Or III**

Experience: Broad and extensive (five or more years) engineering experience in design, construction, and maintenance inspection of bridges, major transportation-related structures, or transportation-related buildings. [Three years of the experience applied to this pattern must include: (a) one year of bridge design, construction, or maintenance inspection experience, and (b) two years in a supervisory capacity comparable in level of responsibility to a Senior Bridge Engineer in the California state service.]

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Purposes, organization, policies, and procedures of the Department of Transportation and the Division of Structures. Methods of design and construction of various types of bridges and transportation-related structures. Characteristics of materials and equipment used in structure design and construction of bridges and transportation-related structures. Factors affecting structure type selection. Maintenance inspection and load rating of structures. Structure seismic criteria and program. Principles of project management including scope, schedules, and budget. Consultant contracting process, including consultant selection and contract management. External financing of transportation facilities. Budgetary and resource matters. Economics of bridge design and financing

and handling of construction work by contract. Principles and techniques of personnel management and supervision. Planning and directing the work of others. Caltrans Equal Employment Opportunity Program (EEO) and labor relations program objectives. A supervisor's role in maintaining effective safety, health, EEO, and labor relations programs, and the processes available to meet these program objectives. Basic safety and health regulations contained in the General Industry Safety Orders. Safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program

**Ability to:** Plan and direct the work of engineering and administrative staff. Analyze technical situation accurately and recommend or adopt an effective course of action. Initiate correspondence and prepare complete and comprehensive reports. Exhibit tact and diplomacy. Address an audience effectively. Work effectively with Caltrans' districts, consultants, local government agencies, and other transportation financing agencies. Be flexible and adaptive to changes. Gain the support and confidence of top level management and advise them on a wide range of transportation matters. Analyze and implement administrative policies and organizational procedures. Work successfully with others to gain their respect and confidence. Effectively contribute to the Caltrans' safety, health, EEO, and labor relations program 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 be invited 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 and experience in the application and evaluation of structure design and construction laws, rules, policies and procedures as it relates to transportation structures.
- 2) Knowledge of supervisory, management skills and responsibilities (e.g., workload balancing, managing budgets, employee safety, employee development, equal employment opportunity policies and employee conduct and discipline).
- 3) Knowledge and experience in emergency response to a structure related incident.
- 4) Ability to effectively negotiate.
- 5) Ability to communicate effectively, both orally and in writing (e.g., writing technical reports, group presentations and public forums).
- 6) Ability to analyze facts, data and situations using a variety of problem-solving techniques, develop new and innovative ideas, recommend solutions for improvements, and adopt an effective course of action.
- 7) Ability to initiate and maintain positive and effective working relationships with internal and external partners and customers.
- 8) Ability to serve in a consulting and coordinating capacity with other departmental functional areas.
- 9) Ability to interpret and implement Caltrans mission and goals and applicable performance measures.

## **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: 16MSP39**
- 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 Qualification must be received or postmarked by the final file date of **August 15, 2016**. Interagency mail received after this date will NOT be accepted.

The State application and Statement of Qualification are to be submitted to:

**Department of Transportation  
ATTN: Alejandra Saldana 16MSP39  
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 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.*