

# 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 AN OPEN EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS DESIGNATED FOR MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING ENVIRONMENTAL PLANNER**

POSITION TITLE: **DISTRICT COORDINATOR – DISTRICTS 7 & 12**

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

LOCATION: **HEADQUARTERS – SACRAMENTO**

DIVISION: **DIVISION OF ENVIRONMENTAL ANALYSIS**

FINAL FILING DATE: **AUGUST 17, 2016**

### DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Environmental Analysis, the District Coordinator for District 7 and 12 acts as deputy for the Division Chief, implementing all phases of the environmental process affecting statewide delivery of transportation projects. The coordinator provides timely technical advice and assistance to districts dealing with environmental issues related to delivery of transportation projects. Major emphasis is placed on ensuring consistent and uniform application of statewide environmental management policies, standards, procedures, guidelines and practices in compliance with the “National Environmental Policy Act (NEPA)” Memorandum of Understanding (MOUs) with USDOT and other laws, regulations and commitments. The coordinator provides advice and assistance to the Division Chief and division policy staff, establishing and improving statewide policies, standards, procedures, guidelines and practices. The coordinator serves as the primary contact between the coordinators of other headquarters divisions to address environmental issues at the project level. The coordinator is one of the Environmental Division’s

contact with a variety of state, federal, and local agencies as needed to resolve environmental issues related to project delivery. The coordinator serves as a member of the Department's Environmental Management Board and the Division of Environmental Analysis (DEA) Management Board.

- Establishes effective working relationships with district management and staff.
- Advises district management and staff on environmental issues to expedite transportation project delivery.
- Serves on project development teams and other special district groups, as appropriate.
- Proactively identifies potential environmental issues and facilitates the timely resolution of issues at the project level with district.
- Assists district in resolving issues with resource/regulatory agencies regarding environmental issues.
- Assists in developing and may provide training to district as needed.
- Represents the Division of Environmental Analysis by serving on or leading statewide and corporate quality teams.
- Serves as a liaison with the Federal Highway Administration and with other state and federal agencies.
- Serves as liaison between headquarters' functional environmental offices and the districts in providing interpretation and clarification of specific instructions, policies, standards and practices related to the specific functional areas.
- Provides the district interpretation and clarification of headquarters' instructions, policies, standards and practices.
- Serves as a backup to other coordinators on issues throughout the state on an as needed basis.
- Leads an interdisciplinary team review of Environmental Impact Statement (EISs), complex EAs and Individual Section 4(f) documents prior to district approval for public circulation or final approval.
- Coordinates with Legal offices on review of EISs and Individual Section 4(f) Evaluations.
- Evaluates, assesses and concurs with District on Class of Action for NEPA documents.
- Assists in corrective action plans related to the NEPA Assignment Program and District performance.
- Designated as a mandatory representative for the NEPA Assignment Program Conflict Resolution Procedure.

### **MINIMUM QUALIFICATIONS**

Applicant must 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 concepts of economic and social science as applied in a planning setting; and all of the requirements. Principles and techniques of supervision and personnel management. Differences of impact of multimodal forms of transportation on the environment. Methods of administering environmental projects and programs. Caltrans' Equal Employment Opportunity Program (EEO) objectives. A manager's role in EEO and the processes available to meet EEO objectives. Methods of planning, organizing, directing and controlling major statewide difference in, and uses of, multimodal forms of transportation considering various environmental factors.

**Ability to:** Adopt and apply formal socioeconomic methods and principles to requirements. 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. Supervise others in their work. Solicit necessary expertise to complete environmental studies or meet project goals. Effectively contribute to the Caltrans EEO 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 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 of and the ability to interpret and apply environmental laws, regulations and directives at the state and federal levels.
- 2) Knowledge of Caltrans' major activity areas and organization, departmental policies, and financial constraints; and specific knowledge of environmental/engineering project development process and all related laws and regulations.
- 3) Knowledge of and ability to reason logically and creatively to resolve difficult issues using professionalism, tact and negotiating skills.
- 4) Knowledge of interpersonal, leadership and management skills, with an ability and willingness to proactively work in a rapidly changing environment.
- 5) Knowledge of excellent oral and written communication skills, presentation experience, and ability to assist in training staff members in the skills and techniques necessary to perform their duties.
- 6) Ability to think strategically, initiate action independently, handle multiple assignments simultaneously, and be responsive to customers and management needs.
- 7) Ability to develop cooperative business relationships and interact positively with other internal and external fiscal and environmental oversight agencies.
- 8) Ability to assimilate input from various sources, to evaluate that input to develop alternative courses of action, and to make objective recommendations on all environmental issues relating to project delivery.

## **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: 16MSP40**
- 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 17, 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 16MSP40  
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.*