

# 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 FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **CHIEF, OFFICE OF CORRIDOR MANAGEMENT TRAFFIC ENGINEERING**

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

LOCATION: **DISTRICT 7 – DIVISION OF TRAFFIC OPERATIONS**

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

### DUTIES/RESPONSIBILITIES

Under general direction of the Systems Management-Principal Transportation Engineer, Division of Traffic Operations, the Office Chief is responsible for development, administration and implementation of sustainable Transportation Systems Management and Operations (TSM&O) strategies and solutions; traffic safety, operational improvements and facility enhancements; corridor performance assessment and optimization procedures encompassing the transportation networks of the greater Los Angeles and Ventura Counties. The Office Chief leads a broad range of functions that yield traffic operations-related guidance and policy decisions , develops high profile and complex corridor performance management strategies, implements various elements of TSM&O activities that meet the Department and District Strategic Management objectives; identifies and embraces opportunities to improve performance of State Highway System (SHS); and assures that the safety of travelers, users and highway workers is considered in all aspects of project development and TSM&O. The incumbent is accountable for development, implementation and maintenance of Corridor Management (CM) and System Performance Workplans and other corridor study reports/studies. S/he

**Supervising Transportation Engineer  
GJ60 – 3155 – 16MSP41**

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Department of Transportation**

operates in close coordination with and supports other Division/District functional groups on Planning for Operations efforts involving development of performance indicators, transportation data/statistical analysis, modeling and simulation applications, and creation of performance dashboard. The Office Chief is responsible for the management of the human and fiscal resources and takes proactive steps in workforce development, performance evaluation, training and succession planning towards continuous organizational excellence.

Products and services delivered under the leadership and ownership of the incumbent include safety and operational improvement strategies, programs and projects; congestion reduction, accessibility and mobility solutions, livable, sustainable and complete transportation initiatives; coordinated, integrated, multi-jurisdictional, multi-modal system management deployments; and innovative best practices that translate into measurable and optimized system performance for travelers, commercial vehicle operators, non-motorized users including bicyclists, pedestrians and persons with disability.

Duties and activities include, but are not limited to:

- Plans, directs, manages, implements and monitors the various programs and functions of transportation safety improvements, facility/system operations and TSM&O strategies to meet the strategic and business needs of the Department, District and Traffic Operations Program.
- Oversees the planning, development, implementation and acceptable delivery of the Corridor Management & Performance Workplans that clearly lay out the operational parameters and performance objectives in assuring that each project within designated corridors is planned and implemented to support a multi-modal, integrated and complete transportation system. Manages the development of corridor operation planning studies/documents that incorporate Caltrans strategic management objectives and link to Transportation Management System (TMS) and related Traffic Operations Business Plans.
- In collaboration and coordination with stakeholders, ensures system management strategies such as Active Traffic Management (ATM), Intelligent Transportation Systems (ITS), Connected Vehicles/Roadway Infrastructure and supporting innovative technologies are considered and integrated into the deployment planning processes. Cooperatively develops, implements, and promotes real-time/ATM to optimize flow capacity, improve safety, and manage traffic congestion in aiding regions and the State to meet transportation related greenhouse gas (GHG) reduction targets, enhance livability, promote health and sustain a vibrant economy.
- Engages stakeholders, seeks out opportunities and champions the implementation of Connected Corridor projects or other Integrated Corridor Management (ICM) strategies. Builds and sustains partnerships with various agencies and departments to successfully accomplish transportation system development activities and related assignments. Utilizes emerging principles, Federal Highway Administration's (FHWA) Capability Maturity Model and other existing or emerging analytical models/simulation tools, corridor/system monitoring techniques, performance dashboards and decision support systems to continually operate and improve corridor system performance.
- Is responsible for ensuring that the TSM&O related program production, and performance targets for each corridor is timely and effectively achieved. Reports progress on meeting targets on regular basis to the management, stakeholders and the Directorate. The incumbent ensures that timely and accurate safety and operational technical studies and analyses are performed by engineering, planning and project development team staff in response to various safety and operation needs of the corridors.
- In collaboration with other offices, verifies that traffic control equipment, intersection traffic signals and ramp meter systems and other TMS assets within each corridor are operationally healthy, function optimally and are system engineered/integrated into the overall CM strategies to enhance system performance and safety of the corridor. Works with counterparts to baseline and support operation of a well-maintained, high-performing SHS by leveraging Advanced Transportation Management System (ATMS) components that enable real-time and dynamic traffic management.

- Assures that system management and safety aspects of corridors are integrated into the District and Caltrans' plans, programs and financial documents, including the Interregional Transportation Improvement Program (ITIP), State Transportation Improvement Program (STIP) and State Highway Operations Protection Program (SHOPP). Coordinates with internal and external partners to infuse innovation, system management and safety concepts into Regional Transportation Plans (RTP) and programs, infrastructure and corridor construction, and operations and maintenance. Works closely as a team member with the Division of Transportation Planning on related aspects of system and operations planning and programming, planning for operations, comprehensive corridor plans, connected vehicles/infrastructure, commercial vehicle operations and freight element planning. Oversees staff technical reviews and supports the development and delivery of capital projects with safety and operational improvement needs.
- Communicates effectively, exercises proactive internal/external stewardship, and represents the District and the Department in contacts with local, state and federal agencies, industry representatives, special interest groups, academia, emergency responders, law enforcement, community advocacy groups, general public and the Legislature as it relates to sensitive or complex TSM&O, safety and legal issues and challenges.
- Prepares technical and plain language correspondence, responds to inquiries from public officials, citizens, and other state and local agencies. Provides input on proposed legislation, directives, guidelines and policy documents that require Departmental review. Attends town hall meetings, meets with local agencies on a regular basis, meets with citizens to explain and/or resolve concerns regarding the safety and operations of the State Highway System. Provides legal reviews as required, attend depositions, provides court testimony as expert witness, or as person most knowledgeable.
- Provides direction for consultants or local agency staff performing engineering work related to the development of transportation projects funded by Caltrans, local agencies or private entities; manages engineering contracts with public/private entities; reviews permit and consultant work proposed to be performed on State right-of-way and/ or facilities.
- Develops personnel and fiscal resource requirements, monitors use of personnel and expenditures in meeting engineering project and operations schedules; coordinates with Divisions of Planning, Project Management, Design, Construction, Maintenance and with other internal and external staff in developing Capital Outlay project workplans, resource allocation needs and expenditure plans; assesses program/project risks and formulates alternatives/mitigation paths and presents information to the management and other stakeholders as needed.
- Ensures proper charging practices are followed and takes corrective action as necessary to stay within Office's allocations. Provides supervision, leads the Traffic Operations business processes to ensure that resources and efforts focus on highest priority objectives and activities; ensures consistency and integration with statewide policies and allocated resources.
- Manages development of workforce knowledge, skills and abilities and ensures that personnel have the most current and accurate information, tools, and resources to enable and empower them to make informed decisions, to take intelligent risks and to take prudent course of action. Utilizes motivational techniques, provides on-the-job training and facilitates formal staff development and professional capacity building; provides instructions, mentoring and assistance to staff in performing their functions; evaluates performance and prepares staff development and training plans; takes proactive preventive steps and administers corrective action when necessary.
- Ensures that staff possess full knowledge of Caltrans' policies including Equal Employment Opportunity, Ethics, Workplace Violence Awareness, Sexual Harassment Prevention and other Directives. Participates in and memorializes safety related exercises, actively promotes and contributes to safety practices.
- Identifies need for related research, technology transfer and deployment of best practices. Performs literature search, conducts data gathering and data analysis; prepares studies, reports, plans and agreements necessary to design and implement transportation mobility solutions, systems and ITS components. Ensures that research results and industry best practices are implemented consistent with the state and federal guidelines to maximize mobility and safety throughout the corridors. Makes original investigations in connection with the preparation of

unusual or complicated situations, prepares project evaluation, cost/benefit and value analysis reports.

### **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.

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 transportation engineering experience as a senior level engineer in the California state service

#### **Or II**

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service, and

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

#### **Or III**

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Various phases of transportation engineering and systems planning.

Transportation economics and financing. Factors which influence the impact of transportation facilities on the environment, the community and the economy. Principles and techniques of personnel management and supervision. Department's equal employment opportunity and labor relations objectives. A manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

**Ability to:** Administer an engineering program. Plan and direct the work of others. Judge work quality and performance. Prepare technical correspondence and complete comprehensive reports. Prepare articles for publication. Address an audience effectively. Analyze situations accurately and adopt an effective course of action. Communicate effectively. Effectively contribute to the Department's safety, health, equal employment opportunity and labor relations 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.

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.

### **POSITION SPECIFIC 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. Practical knowledge of traffic engineering, traffic analysis, factors and policies that influence system performance. Experience in real-time, multi-modal, multi-jurisdictional transportation system operation and management strategies, and technologies.
2. Knowledge of federal and state transportation laws, regulations, policies and funding covering all transportation modal program elements. Roles and relationships, of state, federal and local governments in planning and development of safe, sustainable, integrated transportation systems.
3. Experience in development and programming of corridor safety and facility operation studies, asset management principles, performance indicators and workplans.
4. Ability to formulate Transp. Sys Mgmt. & Operations (TSMO) strategies, promote performance based decisions and to align with Caltrans' vision, Strategic Management goals and business needs of the Traffic Operations Program.
5. Capacity to take intelligent risks and to support staff in taking intelligent risks; anticipate the implications and consequences of decisions, and mitigate.
6. Experience and ability to build and strengthen joint partnerships with Caltrans' internal and external officials including other Programs, Districts, , local and regional agencies, state agencies, U.S.DOT, elected officials, advocacy groups, general public and the business community.
7. Experience in organizational management, workforce development, professional capacity building, succession planning and disciplinary techniques. Possession of skillset to develop personnel and fiscal resource allocation and expenditure plans, monitor usage of personnel and operating expenses in meeting delivery schedule, and formulate mitigation.
8. Ability to lead, supervise, motivate, delegate responsibility, and empower staff to pursue innovative solutions, to make independent informed decisions and take prudent course of action.
9. Ability to participate in public forums representing Caltrans, communicate effectively, orally and in writing. Experience representing the District in advanced transportation systems interests and serve in a consulting capacity with other internal/external entities and Caltrans Program functional areas.
10. Ability to effectively apply logic and creativity in decision making processes, and to successfully apply negotiation and motivational skills in issue resolutions. Capacity to make independent, and timely, decisions regarding the day-to-day business.

## **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: 16MSP41**
- 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 Position Specific Qualifications 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 **August 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: Gwen Ling 16MSP41  
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.*