

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 AN OPEN EXAMINATION.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS DESIGNATED FOR MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING RIGHT OF WAY AGENT
(12 MONTHS LIMITED TERM – *MAY BECOME PERMANENT*)**

POSITION TITLE: **OFFICE CHIEF, REAL PROPERTY SERVICES**

SALARY: **\$7,301 - \$8,289**

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **OCTOBER 31, 2016**

DUTIES/RESPONSIBILITIES

Under the general direction of the Division Chief, Division of Right of Way and Land Surveys, the Office Chief, Real Property Services (RPS) manages headquarters (HQ) RPS staff providing guidance and assistance to the HQ Right of Way program and Region/District Right of Way. The Office Chief, RPS is responsible, on a statewide basis, for the management, efficiency, and effectiveness of the Airspace, Excess Lands, Property Management and Wireless Communications functions.

Duties and activities include, but are not limited to:

- Responsible for developing, communicating, and maintaining effective guidance and policy; oversight of Region/District performance; providing assistance to Region/District staff; coordinating with other functions and Divisions within Caltrans and external stakeholders including but not limited to the California Transportation Commission (CTC) and local agencies. All duties will be performed on a statewide basis for the following programs:

- Property Management
 - Excess Lands
 - Airspace and Wireless Communication
 - Demolition
- Manage/supervise the staff of the Office of RPS comprised of Senior Right of Way Agents. Provide general direction on, and ensures staff's timely and accurate completion of work assignments. Mentor, coach, and develop staff.
 - Actively participate on Right of Way Management Board, cross-functional teams, functional councils and special projects. May act for Assistant Division Chief or Division Chief on occasion.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications in order to participate in this examination.

Either I

Experience: Two years of experience in the California state service performing the duties of a Senior Right of Way Agent.

Or II

Experience: Five years of progressively responsible experience involving all major phases of the acquisition of rights of way for governmental or public utility use, two years of which must have been in a full supervisory or administrative capacity. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class with a level of responsibility not less than Senior Right of Way Agent.) **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: Federal Highway Administration policies and procedures relative to right of way activities. Laws, policies and procedures involving the concepts of transportation facilities and their impact on the community and the environment. Property values and the effect of economic trends upon value and price and on the cost of construction of the improvements with particular reference to metropolitan areas. Principles of public administration, including personnel management, budgeting, and supervision. Goals, objectives, policies, organization and procedures of Caltrans as related to right of way in transportation facility construction and maintenance. The social and economic impact of public improvements. Caltrans' safety, health, Equal Employment Opportunity (EEO) and labor relations program objectives. A supervisor's role in safety, health, EEO and labor relations and the processes available to meet these program objectives. Principles of public administration including capital program, personnel management, program development, budgeting, and supervision. General management principles, practices and management problem-solving methods. Principles of policy development and formulation of principles and practices of disseminating public information.

Ability to: Lead and direct the work of others. Manage, operate, maintain and coordinate clearance of rental properties acquired by the State. Effectively coordinate and apply community and environmental concepts and guidelines to the Right of Way Program. Coordinate staff training and development activities. Analyze complex situations accurately and adopt or recommend an effective course of action. Effectively contribute to Caltrans' safety, health, EEO and labor relations program objectives. Plan, organize, and direct or make decisions involving the work of a large Right of Way staff. Develop program direction and concepts. Establish and maintain liaison, communication, and a cooperative relationship on interdepartmental levels.

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.

1. Ability to work with high level management (e.g., Partners, Deputy Directors, District Directors, Legal, Legislators, Agency staff, Government Office).
2. Ability to balance multiple priorities and meet strict deadlines.
3. Knowledge and experience in property management and excess land functions.
4. Knowledge and experience in airspace, wireless and demolition, and clearance functions.
5. Experience speaking for and representing top/senior level management.
6. Experience supervising, planning and organizing the work of professional staff.
7. Demonstrated ability to develop networks and build alliances.

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.

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: 16MSP44**
- Faxed or emailed applications will not be accepted.
- A Statement of Qualifications. **The Statement must not exceed two pages.**
- 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).**"

The State application and Statement of Qualifications must be received or postmarked by the final file date of **October 31, 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: Ashley Worley (16MSP44)
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 Ashley Worley at (916) 227-1828

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.