

MSP



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: **PRINCIPAL TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **ASSISTANT DIVISION CHIEF**

SALARY: **\$11,757 - \$13,354**

LOCATION: **HEADQUARTERS – SACRAMENTO**

DIVISION: **TRAFFIC OPERATIONS**

FINAL FILING DATE: **SEPTEMBER 8, 2016**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Traffic Operations (CEA B), the Assistant Division Chief is responsible for managing the Division's engineering and planning activities. The incumbent establishes policy and guidance consistent with Federal law, State law and departmental policy; directs activities necessary to implement Caltrans' Strategic Management Plan, the Traffic Operations Strategic Management Plan and Business Plans, establishes and manages the Traffic Operations Program statewide workload, production and performance in accordance with the Division Chief's priorities, Caltrans' policies and plans, and available resources. Duties and activities include, but are not limited to:

- Plans, organizes, leads and controls the statewide Traffic Operations system management activities, including: Transportation Systems Management and Operations (TSM&O), local development and intergovernmental review, access management, integrated corridor management development,

encroachment and transportation permitting, managed lanes systems, incident management, transportation management center operations, bicycle and pedestrian safety, speed zone development, California Manual of Uniform Traffic Control Devices, highway signing and markings, traffic investigations, traffic engineering support to the Legal Division, the Multidisciplinary Accident Investigation Teams, traffic safety devices, highway lighting, lane closures, Freeway Service Patrol, park and ride lots, traffic signals, ramp meters, traffic detection, and other intelligent transportation system elements; collision avoidance, collision severity reduction, operational improvements, transportation management systems, and commercial vehicle enforcement facility programs in the State Highway Operations and Protection Plan, traffic census, truck classification and weight and mobility bottleneck data collection and dissemination; traffic control devices, traffic safety devices and traffic electrical engineering standard plans and specifications, and state-furnished electrical equipment including traffic signal controllers. Directs the Traffic Operations implementation of the California Strategic Highway Safety Plan and the Highway Safety Improvement Program.

- Develops and manages the Traffic Operations Program workload development, production and performance to achieve Program and division priorities and implement actions from the Department's Strategic Management Plan, the Traffic Operations Strategic Management and Business Plans and other program-led strategic and master plans. Works cooperatively with the District Deputy Directors for Traffic Operations to ensure optimum resource utilization throughout the State. Creates statewide Traffic Operations performance measures and targets, provides direction to staff on performance management tools and processes, and routinely provides performance reports to the Division Chief, the Deputy Director of Maintenance and Operations and others.
- Formulates, interprets, reviews and recommends Caltrans and Traffic Operations Program policy and procedures. Partners with the Federal Highway Administration to ensure compliance with federal programs, regulations and system management objectives, including implementing TSM&O on high priority corridors and throughout the Department. Partners with other division management and staff to achieve departmental goals, high priority actions and promote succession planning between divisions and districts.
- Provides direct supervision to seven office chiefs, promotes inter-office coordination, issue resolution and strategic planning. Develops and monitors the budget for the seven offices.
- Directs development of technical reports, studies and proposals. Reviews proposed legislation for impacts on the Department and Traffic Operations Program. Directs completion of assigned legislatively-mandated reports. Acts for the Division Chief as needed.

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.

Possession of a valid certificate of registration as a civil, electrical, or mechanical engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of transportation engineering experience as a Supervising level engineer in the California state service; or four years of transportation engineering experience as a Senior level engineer.

Or II

Experience: One year of managerial experience in the California state service equivalent in level to a Supervising Transportation Planner, or four years of supervisory or managerial experience equivalent in level to a Senior Transportation Planner. **and**

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

Or III

Experience: Broad and extensive (more than five years) transportation engineering experience equivalent in responsibility to a Senior or higher level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Transportation economics and financing; various phases of transportation systems planning and engineering work; factors which influence the impact of transportation facilities on the environment, the community, and the economy; State and federal laws regulating the activities of Caltrans; principles and techniques of personnel management and supervision; Caltrans' Equal Employment Opportunity (EEO) and labor relations objectives; a manager's role in safety, health, EEO, and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program, plan and direct the work of a large engineering staff; analyze situations accurately and take effective action; address an audience effectively; present comprehensive reports and prepare correspondence; communicate effectively; effectively contribute to Caltrans' safety, health, EEO, 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 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 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.

1. Demonstrated ability to build and strengthen coordination and negotiate with Caltrans' internal and external partners including other programs, districts, city, county and regional agency staff and officials, and the Federal Highway Administration.
2. Demonstrated ability to implement the Department's mission, vision, goals, values, and financial constraints into workable strategic, business and tactical plans.
3. Demonstrated ability to lead interdisciplinary teams to successful outcomes.
4. Demonstrated ability to communicate effectively both orally and in writing; prepare technical correspondence and comprehensive reports; address an audience effectively.
5. Demonstrated ability to implement asset management and performance measures.
6. Demonstrated ability to take intelligent risks and support others in doing likewise.
7. Demonstrated ability to analyze facts, data and situations, use a variety of problem-solving techniques, develop new and innovative ideas, recommend solutions for improvements, and adopt an effective course of action.
8. Ability to lead staff, inspire a shared vision and achieve successful outcomes through teamwork, professionalism, and technical skill with organized workplans and effective risk management.

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: 16MSP45**
- 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 Statement of Qualifications evaluation criteria 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 **September 8, 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: Leslie Mazzeo (16MSP45)
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 Leslie Mazzeo at (916) 227-4176.

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.