

# 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 DESIGNATED FOR MANAGERIAL POSITIONS.

**CLASSIFICATION: SUPERVISING TRANSPORTATION ELECTRICAL ENGINEER**

**POSITION TITLE: OFFICE CHIEF,  
OFFICE OF INTELLIGENT TRANSPORTATION SYSTEMS**

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

**LOCATION: DISTRICT 7 – LOS ANGELES**

**FINAL FILING DATE: SEPTEMBER 23, 2016**

### DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy District Director of Operations, the Supervising Transportation Electrical Engineer (Supervisor TEE) is responsible for the planning, organizing, directing, coordinating, and controlling of the design, development and technical support of the Transportation Management Center (TMC), the Traffic Management System (TMS) and associated communications used in traffic flow monitoring, incident verifications, and traffic management functions. Oversees the Operations of State Highway Traffic Signal Systems within District 7. Responsibilities include, but are not limited to:

- Provides technical direction and guidance to ensure full implementation and utilization of the District's Traffic Management Systems to meet traffic operations congestion management needs. Provides technical support of the TMC and its associated hardware and software. Oversees the TMC's Advanced Transportation Management Systems

(ATMS) administration and database administrator and supports the TMC and Traffic Operations System (TOS) communications and other TOS operations. Responsible for the TMC/TOS system configuration management and maintenance of associated database and plans.

- Reviews, provides technical expertise, and recommends appropriate action of technical and non-technical issues in the support of the TMC and TOS hardware and software elements, development, and interface to regional and local projects. Coordinates with other Caltrans districts statewide and with Caltrans headquarters to ensure consistency with standards outlined in the Statewide TMC Master Plan, TMC Standardization Plan, and adherence to other statewide and regional standards to ensure connectivity, capacity, cost control, upgradeability, replace ability and interface to other systems. Coordinates with Traffic Operations Program Manager in headquarters to identify and initiate improvements on TMC systems. Participates in TMC-related task force activities in the development of statewide standards and the District 7 Regional TMC. Plans and coordinates with regional transportation agencies on regional ITS architecture planning.
- Oversees the management and contract administration of TMC related services and Architectural/Engineering contracts. Administers the Operations Traffic Signal Subprogram in the district. Oversees the periodic review of the signal surveillance and operations at all intersections, and the operation of Adaptive Traffic Signal Control System (ATCS).
- Plans and mitigates Capital Outlay Support (COS) project impact to the existing TMS operations in the field and the TMC through coordination with the Division of Construction, the Division of Design, and the Division of Maintenance. Closely monitors projects through the design and construction phases to accommodate and integrate TOS elements into existing infrastructure.
- Participates in national ITS standards setting activities, committees, and working groups. Keeps abreast of national progress, trends, and practices in the field of transportation engineering, electronic/electrical engineering, and software engineering. Represents the Department on Interagency Traffic Management and Synchronizing programs with local agencies.
- Manages the workload and develops a staffing plan which identifies work priorities and any needed training of staff.

### **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 an Electrical Engineer issued by the California Board of Registration for Professional Engineers. (Candidates who submit proof that they have applied for registration will be admitted to the examination, but must possess a valid certificate of registration before they may be appointed.) **And Either I** One year of experience in the California state service as a Senior Transportation Electrical Engineer (Supervisor), Senior Transportation Electrical Engineer (Specialist), or Senior Electrical or Electronic Engineer, Caltrans, performing highway electrical or electronic engineering work.

### **OR II**

**Experience:** Five years of professional engineering experience, at least two years of which shall have been in supervising the planning, development, design, construction, maintenance, or operation of highway lighting, traffic control systems, and real time traffic management computer systems at a level comparable in responsibility to that of a Senior Transportation Electrical Engineer (Specialist) or Senior Transportation Electrical Engineer (Supervisor) in the California state services. **And**

**Education:** Equivalent to graduation from a college accredited by the Accreditation Board for Engineering and Technology with major work in electrical, electronic, or computer engineering or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Design of highway lighting and electrical traffic control installation; electrical and electronic theory and field practice as applied to highway lighting and traffic control equipment; principles and practices of traffic engineering as they apply to highway lighting and traffic control systems; materials and construction costs and reviewing estimates for highway lighting and traffic control systems; basic occupational safety and health regulations contained in the Title 8 Industrial Relations, Electrical Safety Orders, safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program; and the supervisor's role in maintaining an effective injury and illness prevention program; principles and techniques of personnel management and supervision; the Department's Equal Employment Opportunity (EEO) and labor relations program objectives; a manager's role in safety, health, EEO, and labor relations and the processes available to meet these program objectives.

**Ability to:** Coordinate design of highway lighting and traffic control systems; effectively chair committee of electrical engineers organized to establish statewide electrical and electronic design standards and procurement specifications; plan and direct the work of others; establish and maintain cooperative relations with those contacted in the course of the work; analyze situations accurately and adopt an effective course of action; prepare correspondence and direct the preparation of comprehensive reports; communicate effectively; effectively contribute to the Department's EEO and labor relations program objectives.

### **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) Experience as a manager with proven background and knowledge in traffic operations and real time system management, the functions of TMS field elements, and multi-modal transportation systems.
- 2) Knowledge of FHWA defined Intelligent Transportation Systems (ITS) Architecture guidelines, engineering, system planning and traffic operations and management and practice including federal and state transportation laws, regulations, policies, and funding as they relate across all transportation program elements.
- 3) Ability to take intelligent risks and to support staff in taking intelligent risks; anticipates the implications and consequences of situations and decisions, and prepare for possible outcomes.
- 4) Ability to build and strengthen coordination with Caltrans's internal and external partners including other programs, districts, city, county, and regional agency staff and officials, the FHWA, other state agencies including the California Highway Patrol, industry advocacy groups and the business community.
- 5) Ability as an experienced manager to support, promote, and ensure alignment with organization's vision and values, and promote performance based decision making.
- 6) Ability to manage senior level staff and lead teams, delegate responsibilities and manage complex programs and initiatives.
- 7) Ability to participate in public forums representing Caltrans; communicate effectively, orally and in writing, represent Caltrans in advanced transportation systems matters and serve in consulting capacity with other Caltrans functional areas (i.e., Project Delivery, Maintenance, and Planning).

- 8) Ability to effectively apply logic and creativity in decision making processes, and successfully apply negotiation and motivation skills.
- 9) Ability to provide district leadership to standardize and streamline operations at a managerial level.
- 10) Ability as an effective manager to anticipate the implications and consequences of situations and decisions, and take appropriate action to be prepared for possible contingencies.

### **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.

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### **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: 16MSP47**
- 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 **September 23, 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: Alejandra Saldana 16MSP47**  
**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.*