

# 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: **ALTERNATIVE DELIVERY PROJECTS MANAGER**

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

LOCATION: **DISTRICT 7 – LOS ANGELES**

DIVISION: **PROGRAM/PROJECT MANAGMENT**

FINAL FILING DATE: **NOVEMBER 18, 2016**

### DUTIES/RESPONSIBILITIES

Under the direction of the Principal Transportation Engineer, the Alternative Delivery Projects Manager is responsible for providing management and direction to the Externally Finance Projects Staff. The incumbent will ensure that individual projects meet standards and practices and are completed on schedule and within budget. The Alternative Delivery Projects Manager will have responsibility from its inception to completion of the construction contract, including responsibility for scope, cost, schedule, and coordination of work. The Externally Finance Projects Manager is Caltrans' Project Manager for the Gerald Desmond Bridge Project and large complex projects.

Duties and activities include, but are not limited to:

- Accountable and responsible for decisions, actions, and consequences inherent in the planning, organizing, directing and monitoring of activities necessary to deliver large complex transportation projects assigned within his/her region from initiation through construction and project closeout.

**Supervising Transportation Engineer, Caltrans  
GJ60 – 3155 – 16MSP48**

**Final File Date: November 18, 2016  
Bulletin Release Date: October 27, 2016  
Department of Transportation**

- Accountable and responsible for delivering all projects within scope, schedule, and budget established for each project. Must strategically analyze situations and take appropriate action. Work with Project Development counterparts to ensure that the PS&E deliverable meets the needs is timely and at the right cost. Involved in all decisions that concern any scope, schedule or budget changes. Ensure that annual cost updates are occurring. Assign and monitor resources based on established priorities.
- Work with Project Development on difficult technical problems, any re-negotiating scope of work, commitments, permits and agreements with both external stakeholders (e.g. cities, regional planning agencies, regulatory agencies) and internal functional units to coordinate necessary project activities, set priorities and allocate project resources. Elevate issues of concern to the Division Chief, Program/Project Management level with recommendations for addressing these issues.
- Provide management and direction to Externally Finance Project Managers, in continuously monitoring, tracking and coordinating the overall delivery of programmed projects, capital dollars as set forth in the program documents, and capital support to ensure that project delivery commitments are being met.
- Act as the focal point for all internal customers and external customers to identify and prioritize candidate projects within his/her area. Acts as the Liaison with Headquarters, Los Angeles County Metro Transit Authority (LACMTA), Ventura County Transportation Commission (VCTC), Federal Highway Administration (FHWA), and other Local Agencies, and within the District in transportation matters generic and specific to his/her area, and related policies pertaining to project commitments.
- Coordinate with the Program Manager to secure the maximum capital funding available for projects of his/her area.
- Provide status reports to his/her Principal Transportation Engineer, Deputy District Director, and other Managers as required.

### **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. Caltrans' 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 Caltrans' safety, health, equal employment opportunity and labor relations 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. Knowledge of laws, regulations, and directives at the Local, State, and Federal levels with regard to Project Management and Capital Outlay Support in supporting of Caltrans' mission, goals, program, and policies.
2. Knowledge of the implementation and application of Risk Management.
3. Broad and comprehensive knowledge of Caltrans programs and experience that demonstrates the ability to manage large and complex projects.
4. Ability to build and strengthen partnerships with Caltrans' internal and external customers, including City, County, and Regional Agency Staff and Officials, the Federal Highway Administration, other State departments, Industry Advocacy Groups, and the Business Community.
5. 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.
6. Ability to supervise a professional staff, participate in public forums, and represent Caltrans in a consulting and coordinating capacity with other departmental functional areas statewide.
7. Ability to effectively apply logic and creativity in decision-making processes and successfully apply motivational and negotiating skills.
8. Excellent oral and written communications skills.

### **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.

### **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: 16MSP48**
- Faxed 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).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **November 18, 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 16MSP48  
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.*