

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 OPEN EXAMINATION.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS DESIGNATED FOR MANAGERIAL POSITIONS.

CLASSIFICATION: **STAFF SERVICES MANAGER III**

POSITION TITLE: **DEPUTY DIVISION CHIEF**

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

LOCATION: **HEADQUARTERS – SACRAMENTO**

DIVISION: **DIVISION OF ENGINEERING SERVICES**

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

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Engineering Services, a CEA B, directs the Division's budgeting, human resources, business services, and other essential administrative support functions. Provide all administrative and fiscal support service functions to the Division of Engineering Services (DES) staff. Work directly with the Deputy District Directors for Administration, to influence statewide policy development, and participate in decisions affecting the administrative operation of the Department statewide. Provide leadership to the DES administration organization, which parallels the district administrative organizations. These responsibilities have direct impact on the formulation of departmental policies, executive

decision-making, program effectiveness, project delivery, and the quality of services provided to transportation stakeholders.

Duties and activities include, but are not limited to:

- Formulate Division of Engineering Services (DES) specific administrative and fiscal policies and provide policy direction and guidance on departmental, administrative and fiscal issues to the DES Executive Management team.
- Represent the Division at State Personnel Board hearings.
- Advise and consult with the DES Division Chief and Deputy Division Chiefs on a variety of policies, programs, procedures and guidelines concerning administrative, fiscal, civil rights, human resources, and employment law issues.
- Manage and direct staff in all offices within DES-Administration: Offices of Administrative Services, Budget Management, Building Operations and Safety. Provide overall management of the DES support budget, approximately \$275 million annually.
- Oversee the development of the Division's strategic and budget plans and systems to manage personal services and operating expenses and monitor performance ensuring resource expenditures remain within allocations by fund type while meeting program objectives. Responsible for allocating and managing personal services and operating expense dollars for the division's resource management program.
- Ensure services rendered are compatible with DES-Administration customers' needs and are consistent with management performance and timeliness expectations. Meet, consult, and conduct business with vendors, service providers, and headquarters programs, local agencies, and other state departments.
- Ensure the division incorporates prudent and efficient business practices, and ensure DES-Administration products and services are delivered with the goal of maximum return for dollars expended.
- Develop and implement approved decision documents.
- Represent DES at high-level departmental meetings.
- Develop, implement, and evaluate DES-Administration's Business Plan and Performance Measures in support of the Division's Business Plan and the Department's Strategic Plan.

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.

Either I

One year of experience in the California state service performing the duties of a Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or II

One year of experience in the California state service performing analytical staff duties of a class with level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial). and

Current employment in a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or III

Two years of experience in the California state service performing the duties of a Staff Services Manager I.

Or IV

Experience: Five years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and presentation of recommendations to management beyond the trainee level, at least two years of which must have been in a supervisory capacity. [Experience in the California state service applied towards this requirement must include two years performing the duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).] (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.) 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: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas. Principles and practices of employee supervision, development, and training. Program management. Formal and informal aspects of the legislative process. The administration and department's goal and policies. Governmental functions and organization at the State and local level. Department's Equal Employment Opportunity Program (EEO) objectives. A manager's role in the EEO Program and the processes available to meet EEO objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems. Develop and evaluate alternatives. Analyze data and present ideas and information effectively both orally and in writing. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas. Gain and maintain the confidence and cooperation of those contacted during the course of work. Review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies. Manage a complex Staff Services program. Establish and maintain project priorities. Develop and effectively utilize all available resources. Effectively contribute to the department's Equal Employment Opportunity Program. Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

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 the state's budgeting and fiscal management policies and procedures.
- 2) Knowledge and experience in personnel management including handling highly sensitive human resources, labor relations and equal employment opportunity issues; managing employee motivation and morale, workforce development, and succession planning.
- 3) Knowledge and ability to effectively lead, supervise, direct, and manage complex programs and multi-disciplinary staff.
- 4) Ability to lead, promote and support others through the process of change and transition, and ensure alignment with organization's mission and values.
- 5) Ability to work independently, establish priorities, develop a plan of action and execute that plan to meet broad organizational goals.
- 6) Ability to develop and keep positive professional relationships at all levels, internally and externally, and to provide high quality customer service.
- 7) Ability to resolve conflicts and disagreements in a positive and constructive manner to minimize negative impact.

- 8) Excellent oral and written communications skills with a demonstrated ability to communicate effectively at all levels, internally and externally.

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.

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: 16MSP51**
- Faxed applications will not be accepted.
- A Statement of Qualifications. **The Statement must not exceed than 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 **November 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: Alejandra Saldana 16MSP51
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 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.