

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: SUPERVISING TRANSPORTATION SURVEYOR, CALTRANS

POSITION TITLE: DISTRICT OFFICE CHIEF, OFFICE OF FIELD SURVEY SERVICES

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

LOCATION: DISTRICT 4 – OAKLAND

DIVISION: RIGHT OF WAY & LAND SURVEYS

FINAL FILING DATE: NOVEMBER 28, 2016

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy District Director for the Division of Right of Way and Land Surveys, the incumbent serves as the Office Chief of the Field Surveys Services Office and is responsible for all field survey functions in the District.

Duties and activities include, but are not limited to:

- Provide leadership and general direction to subordinate senior level surveyors responsible for the District's surveys and photogrammetry functions.
- Investigate new emerging technologies to improve how survey data can be collected more safely and processed to accelerate delivery.
- Review, develop, administer, and make recommendations regarding contracting out, partnering and brokering proposals with other private organizations, public agencies and district.

**Supervising Transportation Surveyor
GA05 – 3032 – 16MSP53**

**Final File Date: November 28, 2016
Bulletin Release Date: November 2, 2016
Department of Transportation**

- Represent Caltrans and the district at public and internal meetings in matters that relate to Field Surveys.
- Prepare correspondence and reports in regard to Field Surveys matters.
- Responsible for providing personal commitment to quality by acting as a role model on a daily basis. Seek to constantly improve the surveying process.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid California Land Surveyors' License. (A Certificate of Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors prior to January 1, 1982 satisfies this requirement.) **and**

Either I

Two years of experience in the California state service performing the duties of a Senior Land Surveyor or Senior Transportation Surveyor (Caltrans).

Or II

Broad and extensive (more than five years) land surveying experience, three years of which includes supervising a major program element of a large surveying operation equivalent in responsibility to the Senior Land Surveyor or Senior Transportation Surveyor (Caltrans) level in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Complex surveying, mathematics, and science as applied to surveying; procedures used in plane and geodetic surveying; computer applications and usage; the California Coordinate System; Code of Safe Surveying Practices; photogrammetric mapping procedures; State-of-the-art surveying equipment and procedures, surveying policies and procedures relating to construction of transportation facilities, including planning, design, and right of way acquisition, mapping laws pertaining to public and private ownership of real property; monumentation of facilities; the Land Surveyors' Act; the Subdivision Map Act; factors which influence the impact of departmental projects on property and basic land net principles; all right of way engineering maps and documents; planning, design, construction, and right of way procedures and policies as they relate to surveys. Principles and techniques of human resource management and effective supervision, equal employment opportunity, safety, health, and labor relations and the processes available to meet these objectives.

Ability to: Administer surveying programs; plan and direct the work of others; judge work quality and performance; evaluate the applicability and apply and direct the use of computers and precision surveying instruments (conventional and state of art); Analyze situations accurately and take effective action; prepare clear and concise reports and correspondence; establish and maintain friendly, business-like relations with those contacted in the course of the work; communicate effectively with internal staff and external partners.

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 organization and policy issues facing Caltrans, and the current responses to such issues.
2. Knowledge of budget processes, workload development, resource management, and Project Management concepts.
3. In-depth knowledge of the design, construction and monumentation process.
4. In-depth knowledge of the Caltrans project development process and its interrelated functions.
5. Ability to plan strategically and implement with measurable results.
6. Ability to develop and implement innovative and effective solutions for transportation problems.
7. Ability to effectively develop and lead a multi-disciplinary staff.
8. Ability to initiate, develop and maintain positive relationships with other agencies and interest groups.
9. Broad spectrum of interpersonal communication skills necessary to address a variety of internal and external issues.

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.

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: 16MSP53**
- 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 28, 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 16MSP53
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 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.