

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 BRIDGE ENGINEER**

POSITION TITLE: **AREA CONSTRUCTION MANAGER**

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

LOCATION: **DISTRICT 12 – IRVINE**

DIVISION: **DIVISION OF ENGINEERING SERVICES
OFFICE OF STRUCTURE CONSTRUCTION**

FINAL FILING DATE: **NOVEMBER 15, 2016**

DUTIES/RESPONSIBILITIES

Under the general direction of the Division of Engineering Services Deputy Division Chief, Structure Construction (SC), the Area Construction Manager (ACM) is responsible for coordinating and managing all SC activities within their assigned area. The ACM handles complex and often controversial technical engineering and administrative problems; represents Caltrans at meetings, public hearings, conferences; prepares correspondence and reports. The incumbent must maintain a valid certificate of registration as a civil engineer in California.

Duties and activities include, but are not limited to:

- Manages the work of approximately 50 (state and consultant) field engineers and technicians performing inspection and oversight of structure projects with a capital budget of more than

\$800,000,000. Manages all structure construction activities in eastern District 7 and District 12, an extensive [urban and rural] geographical area. Provides direct supervision to a staff of Senior Bridge Engineers.

- Exercises administrative supervision, delegates and assigns work and appraises performance of subordinate staff. Monitors productivity and work flow, coordinates unit activities and personnel utilization. Provides periodic review of projects as work progresses to assure compliance with project contract documents, regulatory requirements and structural adequacy of temporary structures used for construction, and public and employee safety.
- Serves as liaison between the construction projects and SC headquarters, Division of Engineering Services units, districts, and other State or outside agencies. Acts as a liaison between SC and the Emergency Operation Center during emergencies.
- In a team capacity, coordinates with SC Management to provide consistency of services statewide and assure maximum and efficient utilization of staff and other resources. Works with SC Management to establish and complete performance objectives. Provides leadership to implement SC quality goals.
- Effectively participates as SC's representative in a variety of meetings such as district management, negotiation, administration, planning, claims, Board of Review, and project specific.

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 engineer issued by the California State Board of Registration for Professional Engineers. and

Either I

Experience: One year of structure engineering experience as a Senior Bridge Engineer in the California state service.

Or II

Experience: One year of experience equivalent in level of responsibility to a Senior Transportation Engineer in the California state service AND at least two years of structure engineering experience as a Transportation Engineer (Civil), Range D, or higher in the California state service.

Or III

Experience: Broad and extensive (five or more years) engineering experience in design, construction, and maintenance inspection of bridges, major transportation-related structures, or transportation-related buildings. [Three years of the experience applied to this pattern must include: (a) one year of bridge design, construction, or maintenance inspection experience, and (b) two years in a supervisory capacity comparable in level of responsibility to a Senior Bridge Engineer in the California state service.]

KNOWLEDGE AND ABILITIES

Knowledge of: Purposes, organization, policies, and procedures of the Department of Transportation and the Division of Structures. Methods of design and construction of various types of bridges and transportation-related structures. Characteristics of materials and equipment used in structure design and construction of bridges and transportation-related structures. Factors affecting structure type selection. Maintain inspection and load rating of structures. Structure seismic criteria and program. Principles of project management including scope, schedules, and budget. Consultant contracting process, including consultant selection and contract management. External financing of transportation facilities. Budgetary and resource matters. Economic of bridge design and financing and handling of construction work by contract. Principles and techniques of personnel management and supervision. Planning and directing the work of others. Caltrans Equal Employment Opportunity Program (EEO) and labor relations

program objectives. A supervisor's role in maintaining effective safety, health, EEO, and labor relations programs, and the processes available to meet these program objectives. Basic safety and health regulations contained in the General Industry Safety Orders. Safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program.

Ability to: Plan and direct the work of engineering and administrative staff. Analyze technical situation accurately and recommend or adopt an effective course of action. Initiate correspondence and prepare complete and comprehensive reports. Exhibit tact and diplomacy. Address an audience effectively. Work effectively with Caltrans' districts, consultants, local government agencies, and other transportation financing agencies. Negotiate consultant contracts. Be flexible and adaptive to changes. Gain the support and confidence of top level management and advise them on a wide range of transportation matters. Analyze and implement administrative policies and organizational procedures. Work successfully with others to gain their respect and confidence. Effectively contribute to the Caltran's safety, health, 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) Knowledge and experience in the application and evaluation of structure design and construction laws, rules, policies and procedures as it relates to transportation structures.
- 2) Knowledge and experience in supervisory and management skills and responsibilities including workload balancing, employee safety, employee development, Equal Employment Opportunity policies and employee conduct and discipline.
- 3) Knowledge and involvement in the estimating, negotiating and development of project support resource needs.
- 4) Knowledge and experience in managing project support resources (PY's and PYE's) and Operating Expense (Travel and Training), and Personal Services (Overtime) allocations.
- 5) Ability to communicate effectively, both orally and in writing including technical reports, group presentations and effective negotiating skills.
- 6) 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.
- 7) Ability to initiate and maintain positive and effective working relationships with internal and external partners and customers, participate in public forums representing Caltrans; serve in a consulting and coordinating capacity with other departmental functional areas.
- 8) Ability to interpret and implement Caltrans' mission and goals and applicable performance measures.

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.

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: 16MSP54**
- 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).**”

The State application and Statement of Qualifications must be received or postmarked by the final file date of **November 15, 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: Ashley Worley (16MSP54)
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 Ashley Worley at (916) 227-1828.

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.