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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: **PRINCIPAL TRANSPORTATION PLANNER**

POSITION TITLE: **ASSISTANT DIVISION CHIEF**

SALARY: **\$8,026 - \$9,114**

LOCATION: **HEADQUARTERS - SACRAMENTO**

DIVISION: **DIVISION OF ENVIRONMENTAL ANALYSIS**

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

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Environmental Analysis (DEA), the incumbent will serve as the Assistant Division Chief. Responsible for the implementation and facilitation of all phases of the environmental analysis process affecting the delivery of Caltrans' transportation projects across the state. This position provides statewide expertise in environmental and regulatory rules, regulations and policies and will manage the work from the various offices in DEA to ensure Caltrans is meeting its mandated requirements and strategic objectives, as well as preparing DEA to meet forthcoming statutory and regulatory changes.

Duties and activities include, but are not limited to:

- Directly manages five major offices in the Division including the Offices of Strategic Biological Planning, Advance Mitigation and Innovation, GIS, National Environmental Policy Act (NEPA) Assignment, Environmental Collaborative Services, Interagency Relations-Coastal Commission, and Staff Development (GNEIS), Biological Studies, Cultural Studies, and Environmental Management.
- Guide and implement the proposed statutory and regulatory changes affecting Caltrans' processes and procedures for complying with environmental laws and regulations including: implementation of SB743; new California Environmental Quality Act (CEQA) regulations; development and implementation of the Advanced Mitigation Program and the Transportation Analysis Guide/Transportation Impact Studies Guide (TAG/TISG); Air Quality Act compliance; project level Green House Gas analysis (GHG); CEQA and National Environmental Policy Act (NEPA) reciprocity and environmental permit streamlining.
- Facilitate the delivery of Caltrans' COS projects through statutory and regulatory changes. Partner with resources agencies to reduce the time it takes to develop projects and meet environmental commitments.
- Assignment as the California State Transportation Agency (CalSTA) alternate on the California Coastal Commission (CCC). Prepare for and attend the monthly CCC meetings. Advise and brief the CA Secretary of Transportation as the ex-officio CA Coastal Commissioner monthly on matters related to transportation.
- Responsible for guiding the development and implementation of DEA's strategic plan, which includes providing policy direction on operating procedures, implementation of DEA programs, and providing management directives to achieve optimal performance of DEA. Work collaboratively with other functional divisions within Caltrans, external stakeholders, and other governmental entities. Advise the management of Caltrans, CalSTA, the Department of Finance (DOF), the Legislative Analyst's Office (LAO), and California legislative staff, the Professional Engineers in California Government (PECG), the American Council of Engineering Companies (ACEC), and others.
- Ensure that Division resources are identified, budgeted and appropriately expended.
- Serve the Department and state as needed on special teams to investigate issues and improve practices and policies.

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 transportation or environmental planning duties in a class comparable in level of responsibility to Supervising Transportation Planner or Supervising Environmental Planner.

Or II

Five years of supervisory or administrative transportation or environmental management experience with regional or statewide impact. (At least one year must have been comparable in level of responsibility to work performed by a Supervising Transportation Planner or a Supervising Environmental Planner in the California state services.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

KNOWLEDGE AND ABILITIES

Knowledge of: Purposes, organization, and policies of Federal, State, regional and local transportation agencies; program goals and objectives of the Department of Transportation. Methods of planning, organizing, directing and controlling major statewide transportation or environmental programs.

Ability to: Provide direction to the analysis of transportation and environmental planning duties. Plan, direct, and coordinate the work of a large staff performing transportation and/or environmental planning and research. Direct the evaluation of local plans in relation to statewide transportation interest and related environmental issues. Direct and control large metropolitan regional transportation and environmental programs.

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 principles, practices and trends of public administration and program development and management, with emphasis on Caltrans' organization, strategic planning, and sound management of fiscal resources.
- 2) Ability to strategically plan and effectively apply logic and creativity in decision making and successfully gauge appropriate risk-taking assessments in programs, processes and management decisions.
- 3) Ability to communicate effectively, both orally and in writing, participate in public forums, and represent Caltrans in high level meetings with internal and external management, local transportation agency staff, regulatory agency personnel, CalSTA management and staff, as well as legislative representatives.
- 4) Ability to supervise, motivate and lead a program of multi-disciplinary professional staff, resolve conflicts, and effectively contribute to Caltrans' safety, health, Equal Employment Opportunity (EEO) and labor relations objectives.
- 5) Ability to follow directions, think strategically, learn quickly, and initiate, recommend and champion changes that foster and promote innovative ideas and solutions.
- 6) Demonstrated interpersonal, leadership and management talents, diplomacy, tact and negotiating skills with an ability and willingness to proactively work in a rapidly changing environment.
- 7) Experience with federal and state environmental regulations that apply to and impact the work of Caltrans and Caltrans mission, vision, goals, programs and policies.

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: 16MSP55**
- 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: Alejandra Saldana (16MSP55)
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.