



CALTRANS ELECTRICAL AREA SUPERINTENDENT

Departmental Promotional

EXAM ID: 4TR81

Department(s):	CALTRANS
Bulletin Release Date:	October 13, 2014
Final Filing Date:	October 31, 2014
Salary:	MONTHLY-RANGED-SALARY - \$5,050.00 to \$6,279.00
Employment Type:	Permanent Full-Time Permanent Part-Time Permanent Intermittent Limited Term Full-Time Limited Term Part-Time Limited Term Intermittent
Exam Type:	SPOT Exam
Location(s):	District 04 Caltrans Oakland

INTRODUCTION

Caltrans is pleased to announce the posting of the Caltrans Electrical Area Superintendent examination. Candidates may only establish eligibility in the location listed above. Testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free 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 the special trust placed in public servants.

WHO SHOULD APPLY?

This is a Departmental Promotional examination for Caltrans.

Applicants must have:

- 1) A permanent civil service appointment with the Caltrans as of the final filing date in order to participate in the examination; or
- 2) Been employed with the Caltrans within the last three years, without a break in State civil service; or
- 3) Be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
- 4) Be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
- 5) Be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. 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).

FILING INSTRUCTIONS

Applications (STD 678) must be received or postmarked no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

***FILE BY MAIL:**

Department of Transportation
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

***FILE IN PERSON:**

Department of Transportation
Exam Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816

***Candidates are responsible for obtaining proof of mailing or submission of their application to Exam Services.**

SPECIAL TESTING ARRANGEMENTS

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 Application form STD678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

POSITION STATEMENT

The Caltrans Electrical Area Superintendent class directs the installation, maintenance, and repair of electrically or electronically operated traffic signals and other traffic control devices, including highway lighting and illuminated signs, lighting systems, and other electrically or electronically controlled equipment such as pumps, motors, lift span controls, airway beams, fog warnings, fire alarms, tow service call systems, remote control recording toll systems, and appurtenant controls, in an assigned area.

ELIGIBLE LIST INFORMATION

A Departmental Promotional spot eligible list will be established for Caltrans in District 4. Competitor's eligibility will expire twelve (12) months after placement on the eligible list unless the conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements (Minimum Qualifications) for this examination by the final filing date. Your signature on the application indicates that you read, understand and possess the Minimum Qualifications required, and that the information provided is true and complete to the best of your knowledge. Unsigned applications will not be accepted.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and applicant signature.

NOTE: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the exam:

<http://www.calhr.ca.gov/state-hr-professionals/pages/6900.aspx>

MINIMUM QUALIFICATIONS

Two years of experience in the California state service performing duties comparable in type and level of responsibility to that of a Caltrans Electrical Supervisor.

EXAMINATION INFORMATION

It is anticipated that the examination will be given in January/February 2014.

This examination will consist of a Modified Qualification Appraisal Panel (ModQAP) Exam weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Accepted candidates will participate in the **examination using a computer to type their responses**. The examination will consist of **patterned questions with set responses**, **not multiple choice questions**.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Minimum Qualifications" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Electrical theory and practice including power, lighting and control circuits
2. Materials, methods and equipment used in the construction, installation, maintenance and repair of electrical, electronic and electromechanical control devices
3. Electronic theory and practice as applied to traffic signal and other Intelligent Transportation Systems (ITS) elements
4. Electrical safety orders of the Division of Industrial Safety, and other Caltrans safety policies and procedures for the installation and maintenance of traffic control and other transportation electrical and electronic devices
5. Caltrans environmental policies and procedures and other external regulatory bodies that impact the work of electrical and other special crew functions such as traffic signal repair, vehicle detector installation, pavement delineation and pesticide application
6. Caltrans maintenance policies and practices as they relate to acceptable levels of service standards for electrical crew functions and other

- vocations
7. Caltrans standard plans and specifications relating to electrical systems
 8. Personal computer hardware and software products to effectively communicate through email, manipulate data, write correspondence, and prepare presentations and reports
 9. Caltrans policies and procedures as they relate to equipment use, management and maintenance
 10. Principles of effective supervision for promoting equal opportunity in hiring, employee development, promotion, and for maintaining a work environment that is free of harassment and discrimination

Ability to:

1. Direct and coordinate the work of assigned crews, electrical or other vocations
2. Read and interpret plans, detailed drawings and wiring diagrams
3. Analyze electrical and electronic circuits
4. Assist in the inspection of construction projects to ensure maintainability
5. Effectively use the Integrated Maintenance Management System (IMMS) and Maintenance Manual to plan, schedule and estimate crew work activities
6. Maintain records and prepare reports on crew activities, equipment and material usage
7. Analyze operational situations accurately and adopt an effective course of action
8. Establish and maintain effective cooperative relations with those contacted in the work
9. Communicate one-to-one or before groups for the purpose of obtaining and providing information or explaining departmental policies and procedures
10. Acquire services and materials using Caltrans forms and procedures
11. Identify and initiate appropriate degree of preventive, corrective, or adverse actions directed to employees

VETERANS' PREFERENCE

Veterans' Preference credits will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION

For more information regarding this exam, please contact (916) 227-7858.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact **the testing department** three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of examination fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at <https://jobs.ca.gov/Profile/StateApplication>, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State

Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or <http://www.jobs.ca.gov/>.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.