

**POST & BID POSITION ANNOUNCEMENT**  
**Bargaining Units 1, 4 and 11**

1. Reference #: 28-6-015 2. Position Number: 928-502-3381 3. Date of Posting: 09/10/2015
4. Classification: Materials and Research Engineering Associate 5. Salary Range: \$5185-\$6490
6. Pay Differentials That Apply To Position: May apply
7. Working Hours Of Position: To be determined
8. District/Division: NR Construction Section: Construction Geographic Location: Redding  
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) *Determination for relocation will be made by Hiring Supervisor.*

**9. Specific Qualifications and Requisite Skills Required: (Attach a separate sheet if additional space is needed.)**

- A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):  
<http://www.calhr.ca.gov/state-hr-professionals/pages/3381.aspx>
- B. Technical & Professional Skills & Abilities:  
Knowledge of: Acquire Independently Assurance Certification, a thorough knowledge of the Independent Assurance Manual, Materials and Construction related processes and regulations. Knowledge of the Material Plant Quality Program (MPQP) and Asphalt Concrete Plant Inspection Manual including plant safety protocols. Must be able to observe and evaluate if procedures are followed as required under the California Test Methods, AASHTO and ASTM test methods. Needs to be an effective communicator to coordinate inspections and data collection with other employees as well as various agencies, suppliers and private sector laboratories. Knowledge regarding use of nuclear gages and safety regulations is needed
- Abilities: Perform completed staff work by gathering and analyzing physical testing procedures and commercial plant operations in order to evaluate test results, develop sound conclusions, produce written recommendations and enforce requirements. Must be able to perform presentations clearly and concisely. Must be able to demonstrate computer and organizational skills using microsoft excel, word of filemaker pro, required to document the certification program, maintain databases and develop written reports. Must have the ability to perform basic algebra and geometry.
- C. License and/or Certification Requirements: N/A
- D. Physical Abilities to Perform Essential Functions:  
Employee will be required to sit and stand for long periods of time using a keyboard and video display terminal and/or testing equipment. Employee must be able to lift 50 pounds repeatedly. Incumbent must be able to work in noisy and dusty conditions.
- E. Other Departmental Requirements:  
Employee must maintain a professional working relationship with fellow Caltrans workers within the District and the Department, Headquarters personnel, the public, and other agencies to carry out duties.
- F. Duty Statement/Description of Duties: See Duty Statement

10. Final Date and Time for Receiving Bid: 09/24/2015 C.O.B.

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: Valerie Smith  
Address: 703 B Street, Marysville, CA 95901  
Telephone Number: (530) 741-4248  
FAX Number: (530) 741-4111  
E-mail Address: valerie.smith@dot.ca.gov

12. Window period employee must be available for contact (Unit 1&4 Only): From: \_\_\_\_\_ To: \_\_\_\_\_  
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (Unit 11 Only): Within two weeks of job offer

14. (If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)

## STATE PERSONNEL BOARD WEB-VPOS (WVPOS)

Position Number:  -  -

Agency code (3 max) UNIT (3 max) SERIAL (3 max)

Location:  (61 max)

County:  (City Only) Time Base:

Tenure:  Final Filing Date:  (mm/dd/yy)

Title:

Special Req.  (30 max)

## Position Designated (Check One)

Rank & File  Supervisory  Managerial  Confidential

Enter up to 2 levels for this position.

Preferred Class: Class 1:  Hire Range 2: Class 2:

Class-code (4 max) Alternate-code (4max)

Name:

Unit:  MS:

Address:  City, Zip

Phone:  Email (optional)

Job Description (710 max)

**BU 11: This is a Post & Bid Vacancy for BU 11, Ref # 28-6-015 for lateral transfer of Caltrans employees. Applications from certification list, transfer change in class, and training and development assignment candidates will be accepted for this position but cannot be acted upon unless the Post and Bid process does not result in a hire. Please press the URL (HTTP) under the Department Link below, next to the Final Filing Date to review the job description or you may contact the person listed in this ad.**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_