

# INSTRUCTIONAL FORM

Attachment B

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

1. Reference #: 07-2-059      2. Position Number: 907-351-3175-002. Date of Posting: July 12, 2011
4. Classification: Transportation Engineering Technician      5. Salary Range: \$3,262.00 - \$4,766.00
6. Pay Differentials That Apply To Position Night Shift
7. Working Hours Of Position: 10:00pm to 6:00am, (any day). EE should be able to work flex schedule, inc OT.
8. District/Division: District 7 Section: TMC Geographic Location: Los Angeles  
(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.dpa.ca.gov/textdocs/specs/s3/s3175.txt>
- B. Technical & Professional Skills & Abilities:  
Basic knowledge of computers and common computer programs; simple engineering and mathematical calculations; English grammar and composition; basic understanding of 2 way radio communication procedures. The ability to communicate clearly both orally and in writing; follow oral and written instructions; prepare written messages; perform simple engineering calculations, and prepare simple graphs and charts. Ability to work with others. Ability to use good judgment.
- C. License and/or Certification Requirements: None Required
- D. Physical Abilities to Perform Essential Functions: Able to utilize a standard Personal Computer and Radio Equipment.
- E. Other Departmental Requirements: None Required
- F. Duty Statement/Description of Duties: Monitors freeway operations, performs engineering calculation of traffic data. Assists in developing and implementing traffic management plans, including using and operating all TMC traffic control and monitoring equipment such as changeable message signs (CMS), Media Interface, Computer Fax, Closed Circuit Television Cameras, CHP Computer Aid Dispatch (CAD), telephone, two way radio and Highway Advisory Radio (HAR). Operation may require the need to work overtime.

10. Final Date and Time for Receiving Bid: 07/26/2011 / 5PM, COB

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

12. Submit Bid to:

Name: Osama Assaad  
Address: Caltrans  
2901 W. Broadway  
Los Angeles, CA 90041  
Telephone Number: (213) 259-1921

13. Window period employee must be available for contact (**Unit 1&4 Only**): From: N/A To: N/A  
(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.)

14. Expected Reporting Date To Position (**Unit 11 Only**): August 15, 2011  
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)