

INSTRUCTIONAL FORM

Attachment B

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

1. Reference #: **09-2-005** 2. Position Number: 909-351-3175 3. Date of Posting: October 7, 2011
4. Classification: __Transportation Engineering Technician 5. Salary Range: \$3262 - 4766
6. Pay Differentials That Apply To Position: ____None_____
7. Working Hours Of Position: M-F 8:00 a.m. to 5:00 p.m.
8. District/Division: 09 Traffic Operations Section: _Permits Office_ Geographic Location: Blshop
(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):

Experience: One year in the California state service performing duties comparable to those of a Junior Engineering Technician, Range B.

Or II

Education: Two years of education equivalent to completion of a curriculum beyond the 12th grade in either (1) engineering which includes courses in trigonometry and algebra or higher, drafting, computer science, and physics, chemistry, or a comparable physical science; or (2) surveying which includes courses in trigonometry and algebra or higher, drafting, surveying, and computer science.

Or III

Experience: Three years of nonprofessional civil engineering experience. (In the California state service, the Junior Engineering Technician meets this qualification.) and

Education: Equivalent to completion of the 12th grade.

B. Technical & Professional Skills & Abilities: Serve as a member of the encroachment permits team in the role of the Engineering Technician. Serve as a point of contact for the public regarding proposed projects requiring an encroachment permit. Monitor and manage the progress of each encroachment permit application. Write and issue permits for approved projects with construction costs less than \$25,000 in the State Right of Way. Participate in the Inter-Governmental Review (IGR) process for local development projects. Perform technical and field reviews of proposed projects. Provide field and storm water inspection of projects in progress.

C. License and/or Certification Requirements: None.

D. Physical Abilities to Perform Essential Functions: *Refer to Physical, Mental, Emotional Requirements on Duty Statement.*

E. Other Departmental Requirements: None

F. Duty Statement/Description of Duties: See attached.

10. Final Date and Time for Receiving Bid: Oct. 21, 2011 COB

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

12. Submit Bid to:

Name: _____ *Marsha Milovich*
Address: _____ 500 South Main Street, Bishop, CA 93514
Telephone Number: ___760-872-0791
FAX Number: _____760-872-5208
E-mail Address: _____marsha.milovich@dot.ca.gov

13. Window period employee must be available for contact (**Unit 1&4 Only**): From: _____ *HR* _____ To: _____ *HR* _____
(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**): Nov. 7, 2011
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)