

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

1. Reference #: **72-2-012**    2. Position Number 900-485-3175    3. Date of Posting: **9/28/11**
4. Classification: **Transportation Engineering Technician**    5. Salary Range: **\$3262-\$4766**
6. Pay Differentials That Apply To Position: **May apply**
7. Working Hours Of Position: **M-F, 8:00 am to 5:00 pm**
8. District/Division: **72, Transp System Info**    Section: **Highway System Engineering Branch**    Geographic Location: **Sacramento, 1120 N Street**  
(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:

Must have knowledge of the Project Delivery Process from project conception to construction close out and basic understanding of roadway design and highway construction related to alignment, geometrics, and design criteria. Prior design experience is highly desirable.

Must have proficiency with personal computers and Microsoft Office software programs (Excel, Word, Access, PowerPoint) to generate reports. Must be proficient with Microstation in terms of drafting and revising project plan sheets. Knowledge of MS Project and web design software is highly desirable.

Knowledge of traffic engineering as it relates to traffic operations and traffic safety is desirable. An understanding of the roles of the California Highway Patrol and the Department of Motor Vehicles as related to traffic accidents on the State highways is desirable.

Must have the ability to:

- acquire working knowledge of computer hardware and software.
- reason, to express ideas, and to present information clearly in both verbal and written forms.
- make neat and accurate computations and notes, and the ability to prepare reports.
- establish and maintain professional and cooperative relations with those contacted in the course of the work.
- work independently, learn quickly, analyze situations, and communicate tactfully and effectively with others of different backgrounds.
- present information in a clear and concise manner for upper management, internal and external customers

C. License and/or Certification Requirements: None

D. Physical Abilities to Perform Essential Functions: Incumbent must be enthusiastic, dependable and detail oriented with the ability to work well under pressure. The individual must be able to maintain good organizational and interpersonal relationships.

E. Other Departmental Requirements:        None

F. Duty Statement/Description of Duties: See attached

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10. Final Date and Time for Receiving Bid: **October 12, 2011 by 5PM COB**

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

11. Submit Bid to:

Name: *Meg Rife*

Address: PO Box 942874, MS 38, Sacramento, CA 94274-0001

Telephone Number: 916-654-4481

FAX Number: 916-654-6583

E-mail Address: [meg.rife@dot.ca.gov](mailto:meg.rife@dot.ca.gov)

12. 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.)

13. Expected Reporting Date To Position (**Unit 11 Only**): **October 28, 2011**

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

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Revised 1/10/05