

MSP



MANAGERIAL SELECTION PROCESS

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. It is an objective of the State of California to achieve a drug-free state 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 this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS

CLASSIFICATION: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **OFFICE CHIEF, PROFESSIONAL DEVELOPMENT**

SALARY: **\$9,866 - \$11,208**

LOCATION: **HEADQUARTERS – SACRAMENTO**

FINAL FILING DATE: **MARCH 24, 2015**

MSP NUMBER: **15MSP09**

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy Division Chief - Landscape Architecture, Division of Design, the Office Chief, Professional Development has overall program responsibility for employee professional development efforts. The incumbent must develop and administer a comprehensive, statewide management and skill development program to support design staff involved with Capital Project development and implementation. Responsibilities include policy formulation, needs assessment, program direction, resource allocation, and program evaluation. The incumbent will advise division management on the needs for skill development, organizational development, and management analysis activities, formalize and implement departmental policy and procedures, coordinate division skill development activities and develop division skill development budget policies and guidelines.

Responsibilities include, but are not limited to:

- Develops and implements skill development to improve the quality of statewide design function performance and its measurable operating goals. Develops, manages and administers the division training plan and budget for employee skill development. Develops a strategic performance based program to increase district and headquarters work force effectiveness.
- Develops and maintains, in collaboration with division management, strategic knowledge retention protocol for retirement and succession planning.
- Assess the current strengths and weaknesses that characterize the statewide design function's business and skill development functions and practices. Develops policy, procedures and reports to maintain professional curriculum(s) and staff currency. Performs oversight over statewide Division training development and implementation efforts to ensure that customer and process needs inform decision-making. Manages and coordinates statewide Capital Project resources to meet skill development needs.
- Manages the department's Professional Licensing Assistance Program to various disciplines of engineering, land surveying, architecture and landscape architecture. Develops, manages and provides oversight of rotation programs for Transportation Engineers and other professional staff.
- Collaboration with division management, is the departmental representative and contact to the various professional boards on issues relating to licensure.
- Serves on headquarters and district task forces and other special project teams as a representative of the Design Division as needed. Maintains communications with industry, Federal Highway Administration (FHWA), Transportation Research Board (TRB), American Association of State Highway and Transportation Officials (AASHTO), Western Association of State Highway and Transportation Officials (WASHTO) and other agencies through participation in task force meetings, seminars, workshops, and in training activities.
- Participates in headquarters and district process reviews to identify needed improvements in policies and processes in project delivery, as well as to monitor established performance measures.
- Prepares special reports, correspondence, issue paper and briefings for the public, Legislature, FHWA and management.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination. Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

One year of transportation engineering experience as a senior level engineer in the California state service.

Or II

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. **and**

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

Or III

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision, Caltrans EEO and labor relations objectives; a manager's role in safety, health, EEO and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to Caltrans safety, health, EEO and labor relations objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated based on the candidates **demonstrated**:

- Knowledge of Caltrans' mission, vision, goals and strategic plan with regards to project management activities.
- Two-plus years of experience at a senior level engineer or above.
- Knowledge of Caltrans' planning, programming, workload development, project development, and capital skills development processes.
- Ability to develop and apply policies, standards, procedures, tools, evaluations and improvements relative to professional development.
- Ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.
- Ability to establish and maintain partnerships with the full range of management levels within the Department; Federal and State agencies, private sector and local agencies.
- Ability to sponsor and lead diverse teams to achieve program outcomes.
- Possess good oral and written communication skills.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), **(Statement of Qualifications, and interview will be used to rate candidates)**. Only the most qualified applicants will be invited to interview. A pool of candidates will be created for the specific position identified on this bulletin, which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678), which includes civil service titles and dates of experience. The application should specify the **classification, position title, and the following MSP Number: 15MSP09**.
- Faxed or emailed applications will not be accepted.

- A Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, shall be eligible to apply for promotional civil service examinations, for which he/she meets the minimum qualifications as prescribed by the class specification.

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).

State application and Statement of Qualifications must be received or postmarked by the final file date of **March 24, 2015**. Interagency mail received after this date will NOT be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Liz Ochoa - 15MSP09
1727 30th Street, MS-90
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

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 and/or Employment Application form. You will be contacted to make specific arrangements.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to the California Department of Transportation, Office of Examinations and Special Programs, 1727 30th Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.