STATE OF CALIFORNIA - CALIFORNIA DEPARTMENT OF TRANSPORTATION

SENIOR TRANSPORTATION PLANNER
OPEN, NON-PROMOTIONAL
FINAL FILING DATE: MAY 29, 2009
STATEWIDE

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

OPEN NON-PROMOTIONAL

Applications will be accepted on an open, non-promotional basis only.

HOW TO APPLY

Applications (STD 678) must be **RECEIVED OR POSTMARKED** no later than the final filing date. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked **AFTER THE FINAL FILING DATE,** personally delivered or received via interoffice mail **AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.**

FILE BY MAIL: **Department of Transportation**
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

FILE IN PERSON: **Department of Transportation**
1727 30th Street, 1st Floor
Sacramento, CA 95816
(916) 227-5542

SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet at http://spb.ca.gov/jobs/stateapp.htm.

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. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

SALARY RANGE

$5576 - $6727

WRITTEN TEST DATE

The written test is scheduled for July 25, 2009.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the written test date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing transportation planning duties in a class comparable in level of responsibility to Associate Transportation Planner.

Or II

Experience: Four years of experience in either one or a combination of the following areas. (At least one year must have been comparable in level of responsibility to an Associate Transportation Planner in the California state service.) 1. Federal, State, regional, or local transportation planning. or 2. Transit planning, transportation studies, transportation system planning studies, or legislative transportation studies.

(A Doctorate Degree in Transportation Planning may be substituted for three years of the general experience; a Master's Degree in Transportation Planning may be substituted for two years of the general experience; a master's degree in a general planning curriculum or a closely related field as identified above may be substituted for one year of the general experience.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

ADDITIONAL DESIRABLE QUALIFICATIONS

Awareness and sensitivity to social, economic, and environmental conditions which affect transportation planning; ability to delegate responsibility to others; ability to inspire the confidence of others; ability to further the recognition of the Department as a multimodal transportation organization.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

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 the special trust placed in public servants.

SENIOR TRANSPORTATION PLANNER
EXAM CODE: 9TR48

BULLETIN RELEASE DATE: 05/01/09 JV/JM
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POSITION DESCRIPTION

This is the full supervisory level. Under general direction, (1) directs the work of a Headquarters branch; or (2) has charge of a district branch or unit including project level activities and regional level analysis; or (3) acts as a technical expert performing the most difficult and complex work which is either critical to the Department's basic mission or of statewide significance.

EXAMINATION INFORMATION

This examination will consist of a performance test weighted 50% and a written test weighted 50%. The performance test will consist of a writing exercise. Candidates must pass the performance test AND each of the two segments in the written test to receive a passing score on this examination.

PERFORMANCE TEST – WEIGHTED 50%
AND
WRITTEN TEST – WEIGHTED 50%

Scope:

A. Knowledge of:

1. The planning process and general practices of transportation planning.
2. Research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues.
3. Effective public participation techniques.
4. The Department's mission, organization, policies, and procedures.
5. Federal and State laws and regulations.
6. Concepts and terminology relating to transportation planning.
7. Sources of funding transportation programs.
8. The Department's budgeting process.
9. The Department's Equal Employment Opportunity Program objectives.
10. Principles and techniques of selecting outside consultants.
11. Principles and techniques of effective supervision and personnel management.
12. A supervisor's role in safety, health, labor relations and the Department's Equal Employment Opportunity Program and the processes available to meet these program objectives.

B. Ability to:

1. Gather, compile, analyze, and interpret data.
2. Reason basically and creatively.
3. Develop formats to present and display data.
4. Use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems.
5. Develop and evaluate alternatives.
6. Present ideas effectively orally and in writing.
7. Work effectively with others as an interdisciplinary team member.
8. Establish and maintain effective and cooperative working relationships with those contacted during the course of the work.
9. Conduct studies related to State transportation planning.
10. Analyze problems and develop appropriate solutions.
11. Recommend effective courses of action.
12. Evaluate general planning proposals.
13. Work independently on complex planning projects.
14. Organize and direct the work of a staff engaged in a variety of planning activities.
15. Evaluate and monitor the work of consultants.
16. Communicate effectively with other agencies, the public, and the media.
17. Effectively contribute to the Department's safety, health, labor relations, Equal Employment Opportunity Program objectives.

ELIGIBLE LIST INFORMATION

An open, non-promotional eligible list will be established for the Department of Transportation. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CAREER CREDITS

Career credits will be added to the final score of all competitors who are successful in this examination and who qualify for these credits. **IF YOU RECEIVE VETERANS PREFERENCE POINTS, YOU CANNOT ALSO RECEIVE CAREER CREDITS.**

VETERANS PREFERENCE POINTS

Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.**

GENERAL INFORMATION

It is the candidate's responsibility to contact the Caltrans Office of Examination Services in Sacramento, three business days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility **to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-5542**, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

DEPARTMENT OF TRANSPORTATION
Office of Examinations and Recruitment Services (MS 86)
1727 30th Street, 6th Floor
Sacramento, CA 95816

RECORDED JOB LINE: 1-800-995-6748
OPEN AND PROMOTIONAL EXAMS: (916) 227-7856

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

Veterans Preference: California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.