

**DEPARTMENT OF TRANSPORTATION
OFFICE OF EXAMINATIONS
ASSISTANT CHIEF, LEGAL DIVISION, DEPARTMENT OF TRANSPORTATION
SUPPLEMENTAL APPLICATION QUESTIONNAIRE**

The Department of Transportation (DOT) Assistant Chief Counsel examination is being given on a **promotional** basis. This examination will consist solely of this self-assessment Supplemental Application Questionnaire.

This questionnaire is your entire exam and is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and experience to effectively perform the duties relative to the classification. Candidates are responsible for reading all of the material provided prior to completing this questionnaire. Responses will be evaluated using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Please answer questions completely since incomplete responses and omitted information cannot be considered and/or assumed. *Resumes, letters of reference, and other materials **will not be evaluated or considered*** as responses to items in the Supplemental Application Questionnaire. ***NOTE:*** Failure to meet the entrance requirements and/or to complete this questionnaire accurately will result in elimination from this examination.) *Candidates who fail to follow the instructions and/or **who solicit input or assistance from others to complete this questionnaire** will be eliminated from the examination.*

IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS SUPPLEMENTAL APPLICATION QUESTIONNAIRE FOR YOUR RECORDS.

All forms are to be postmarked no later than Tuesday, September 7, 2010.

<u>THIS AFFIRMATION MUST BE COMPLETED</u>	
I hereby certify and understand that the information provided by me (without assistance from others) on this Supplemental Application Questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.	
SIGNATURE: _____	DATE: _____
NAME (PRINT): _____	
EXAMINATION TITLE: _____	

The completed Supplemental Application Questionnaire **and** Standard State Application (STD. 678) can be mailed or personally hand delivered to:

**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- 7791**

Facsimile (FAX) or electronically mailed (e-mail) applications **will not** be accepted.

Failure to submit your Supplemental Application Questionnaire with your Standard State Application (STD. 678) will result in elimination from the examination.

ASSISTANT CHIEF, LEGAL DIVISION, DEPARTMENT OF TRANSPORTATION

Supplemental Application Questionnaire

Name: _____

Date: _____

PART I - EMPLOYMENT HISTORY

Instructions: Please describe your work experience as it relates to the Assistant Chief Counsel position. Begin with your most recent position. The *EXPERIENCE CODE* will be used in Part II to identify where you worked. You may include additional pages if necessary.

EXPERIENCE CODE A

Employer Name: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE B

Employer Name: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE C

Employer Name: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE D

Employer Name: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

ASSISTANT CHIEF, LEGAL DIVISION, DEPARTMENT OF TRANSPORTATION

Supplemental Application Questionnaire

PART II - WORK EXPERIENCE

Under direction, either to (1) coordinate on a statewide basis, one or more complex, and major specialized areas of the legal work in the Legal Division, Department of Transportation, or (2) have statewide responsibility for the Department's legislative program; to be responsible for the work of a group of attorneys; and to do other related work.

Instructions

Step 1: In the *Experience Code* column, use the codes from PART I of this questionnaire to indicate where you performed the activity and/or acquired the task or knowledge. You may list more than one code per item, if applicable.

Step 2: For each item listed on page 4, in rows "1" through "13," place an "X" in the column that most accurately represents the experience you have and the amount of time your experience represents.

SAMPLE

		CODE	EXPERIENCE				AMOUNT OF TIME			
		Experience Code(s)	I have had no education, training, or experience with this task.	I have had education or training on this task, but no application on the job.	I have performed this task on the job under normal supervision.	I have performed this task independently	I possess less than two years of experience.	I possess two to five years of experience.	I possess six to nine years of experience.	I possess ten or more years of experience.
1.	(Sample Item) Team leader	A & C				X			X	

ASSISTANT CHIEF, LEGAL DIVISION, DEPARTMENT OF TRANSPORTATION
Supplemental Application Questionnaire
PART II-WORK EXPERIENCE (CONTINUED)

PRINT NAME _____

		CODE	EXPERIENCE				AMOUNT OF TIME			
		Experience Code(s) (FROM PART I)	I have had no education, training, or experience with this.	I have had education or training, but no application on the job.	I have performed this task on the job under normal supervision.	I have performed this task independently.	I possess less than two years of experience.	I possess two to five years of experience.	I possess six to nine years of experience.	I possess ten or more years of experience.
1.	Knowledge of Federal Highways Act and other Federal aid statutes relating to highways.									
2.	Knowledge of California law relating to acquisition, financing, administration, and construction of state highways.									
3.	Knowledge of law governing the relations of the Department of Transportation with public utilities, public agencies and the relocation of utility facilities.									
4.	Knowledge of California law relating to the tort liability of the Department, its agencies, commissions, officers and employees and the pertinent claim statutes and procedures.									
5.	Knowledge of rules of evidence and conduct of proceedings in trial and appellate courts in California and the United States and before administrative bodies.									
6.	Knowledge of principles of supervision.									
7.	Knowledge of legal principles and practices with particular reference to the law of contracts, torts, real property, eminent domain, claims against public bodies, utility relocations, and laws governing public officers and agencies and their liabilities.									
8.	Knowledge of State Contract Act and the statutes and constitutional provisions governing the organization and conduct of the work of the Department of Transportation.									
9.	Knowledge of work of preparing and revising legislation and of the legislative process.									
10.	Knowledge of law relating to public highways.									
11.	Knowledge of the Department's Equal Employment Opportunity objectives.									
12.	Knowledge of a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity.									

ASSISTANT CHIEF, LEGAL DIVISION, DEPARTMENT OF TRANSPORTATION
Supplemental Application Questionnaire
PART II-WORK EXPERIENCE (CONTINUED)

	INSTRUCTIONS: In the <i>Experience Code</i> column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable. Place an "X" in the column that most accurately represents the <u>experience</u> you have <u>and</u> the <u>number of years</u> your experience represents.	CODE	EXPERIENCE				AMOUNT OF TIME			
		Experience Code(s) (FROM PART I)	I have had no education, training, or experience with this.	I have had education or training, but no application on the job.	I have performed this task on the job under normal supervision.	I have performed this task independently .	I possess less than two years of experience.	I possess two to five years of experience.	I possess six to nine years of experience.	I possess ten or more years of experience.
13.	Ability to plan and direct the activities of a staff of attorneys.									
14.	Ability to analyze and appraise difficult and complex legal problems and apply legal principles and precedents to particular sets of facts.									
15.	Ability to give advice and assistance as a consultant and coordinator in a particular field of law.									
16.	Ability to analyze and draft proposed legislative measures.									
17.	Ability to write clear and concise reports and opinions and dictate difficult legal correspondence.									
18.	Ability to present oral statements of fact, law and agreement clearly and logically.									
19.	Ability to address an audience effectively.									
20.	Ability to maintain the confidence and respect of members of the legal profession and other officials and persons.									
21.	Ability to effectively contribute to the Department's Equal Employment Opportunity objectives.									

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PART III – QUESTIONS

Instructions: Please answer each of the following questions thoroughly. **For each question, respond in no more than one, typed page in at least a 12 point font. Anything beyond one, typed page per question will not be considered.**

Question # 1

In detail, please describe an experience you have had acting in a lead capacity while participating in a significant legal matter with attorneys and/or non-attorneys. Describe the challenges you faced, the methodologies you used and the eventual outcome of the situation.

Question # 2

Define a significant legal principle that you have had experience working with and, in detail, describe how you applied it to achieve a successful outcome.

Question # 3

Describe a document, motion or brief in which you engaged in significant legal research. Explain, in detail, what your legal research entailed, what methods you used, the document that was generated as a result of your research and the outcome of the matter.

Question # 4

Describe in detail how you, as a supervisor, would ensure that the Department's Equal Employment Objectives are being met in your office. Include ideas on how the Department can improve upon its current activities and what each member of the Caltrans' Legal Division can do to ensure an equitable work environment for all.

Question # 5

Please choose **one** of the following six areas of law/practice and describe three legal theories of recovery or injunctive relief typically asserted against the Department, and the legal defenses available to the Department.

- Contract Law
- Eminent Domain Law
- Employment Law
- Environmental Law
- Inverse Condemnation Law
- Tort Law