

M S P



MANAGERIAL SELECTION PROCESS

State of California strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status. 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 DESIGNATED FOR MANAGERIAL POSITIONS.

CLASSIFICATION: SUPERVISING TRANSPORTATION ENGINEER, CALTRANS

POSITION TITLE: OFFICE CHIEF, STATE HIGHWAY OPERATION & PROTECTION PROGRAM (SHOPP)

SALARY: \$10,702 - \$12,157

LOCATION: HEADQUARTERS - SACRAMENTO

FINAL FILING DATE: NOVEMBER 1, 2016

DUTIES/RESPONSIBILITIES

Under the general direction of the Division of Transportation Programming Division Chief, the Office Chief, State Highway Operation & Protection Program (SHOPP) is responsible for implementing all Division SHOPP Program responsibilities through coordination with District Project Managers, District Single Focal Points, Headquarters' divisions, SHOPP Program Advisors, Caltrans' Asset Manager, Caltrans' Executive Management Team, District Executive Managers, California Transportation Commission (Commission) staff at all levels, California State Transportation Agency representatives, and the Federal Highway Administration. The incumbent supervises a professional staff of engineers and administrators in implementing these responsibilities.

Duties and activities include, but are not limited to:

- Work with the Office of California Transportation Commission liaison, also an office within the Division, Headquarters programs and Districts to prepare Commission Book Items for information or action. This includes vetting new projects for amendment into the SHOPP, evaluating amendments to revise the scope, cost or schedule of programmed SHOPP projects, evaluating project performance measures, allocation and extension requests, and project supplemental allocation requests.
- Review technical engineering information contained in Project Initiation Documents, Project Reports, engineer's estimates, contractor bid results and other project or contract documents for consistency with programming actions.
- Respond to inquiries and questions from Caltrans management, Commission staff, California State Transportation Agency and stakeholders.
- Oversee, coordinate, and advise Caltrans management throughout all phases of the SHOPP development and programming cycle. Perform critical program level reviews, assist in identifying and resolving conflicts at both the program and project levels, evaluate program and project effectiveness in meeting SHOPP goals.
- Ensure that state and federal laws, policies, and public transparency and accountability requirements are met through the development and implementation of the SHOPP. Plan and manage tasks and risks to meet statutory requirements and time frames. Exchange information and coordinate with Commission staff, Caltrans programs and Districts.
- Evaluate project delivery and asset management to assess the effectiveness of the SHOPP in meeting performance targets, priorities and objectives. Recommend corrective action when actual performance differs from planned.
- Oversee the use of SHOPP delegations provided by the Commission to ensure consistency with delegation authority and funding amounts. This includes the annual Minor Program, traffic safety, emergency response, Americans with Disabilities Act, and other delegations. Develop and recommend revisions to delegations to improve program efficiency and effectiveness.
- Identify and develop recommendations to enhance the efficiency and effectiveness of SHOPP policies and processes. Review proposed legislation and identify policy, program and project impacts.
- Identify and recommend actions and measures to improve the public accountability, efficiency and transparency of the SHOPP. Evaluate effectiveness of recommended actions and facilitate the periodic reporting of performance.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with Caltrans 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

Experience: 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' Equal Employment Opportunity and labor relations objectives; a manager's role in safety, health, Equal Employment Opportunity 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, Equal Employment Opportunity, and labor relations objectives.

STATEMENT OF QUALIFICATIONS/EVALUATION CRITERIA

A Statement of Qualifications (SOQ) must be submitted along with the State application. An SOQ is a discussion of how an applicant's education, training, experience, and skills meet the criteria below and qualify them for the position. The SOQ must not exceed two (2) pages in length.

- 1) In-depth knowledge of the State Highway Operation and Protection Program process, procedures, policy, and guidelines.
- 2) Ability to communicate and work with internal and external management and staff at various levels.
- 3) Ability to manage multiple and changing priorities and meet strict deadlines under pressure.
- 4) Ability to plan and organize the work of staff, including Quality Assurance/Quality Control processes.
- 5) In-depth knowledge of project delivery process and project management.
- 6) Experience in supervising staff.
- 7) Excellent written, verbal, presentation, and analytical 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. Candidates who meet the minimum qualifications will be admitted into the examination process.

During the first phase of the examination process, an evaluation of the Statement of Qualifications may be conducted. Applicants who achieve a passing score of 70% or higher during this phase will be invited to the interview portion of the examination process. The interview portion of the examination will establish an eligible list including 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: 16MSP50**

- Faxed or emailed applications will not be accepted.
- A Statement of Qualifications. **The Statement must not exceed two pages.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications or completed State application (STD 678).
- “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).**”

The State application and Statement of Qualifications must be received or postmarked by the final file date of **November 1, 2016**. 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: Ashley Worley (16MSP50)
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 Ashley Worley at (916) 227-1828.

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 Caltrans, 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.