



POSITION TITLE: CHIEF DEPUTY DIRECTOR
CEA LEVEL: CEA B
MONTHLY SALARY: \$8,985 - \$12,887 *
** Higher salary **may** be approved by CalHR*
LOCATION: SACRAMENTO, CA
FINAL FILING DATE: APRIL 14, 2016

POSITION OVERVIEW:

Under the general direction of the Commission's Executive Director, the Chief Deputy Director is a policy advisor to the Commission and the Executive Director of the Commission; is the primary individual for directing the Commission's policies and programs; and serves as the Chief of Staff and overseer of the internal operations of the Commission.

ESSENTIAL FUNCTIONS:

- Serves as principal policy advisor to the Commission and the Executive Director and assists in implementing approved policies and programs. Serves as mediator in conjunction with the Executive Director when needed to address statewide priority conflicts.
- Is responsible for formulation of goals and policies; establishing strategic direction and assisting in the development of proposals for legislative changes.
- Is responsible for developing and recommending statewide transportation policies and overseeing the implementation of the Commission's mandates and program actions.
- Is responsible for providing oversight and direction of staff in the development and delivery of the State's multi-modal transportation system covering a broad range of transportation programs, including, but not limited to the State Transportation Improvement Program (STIP), the State Highway Operation and Protection Program (SHOPP), the Active Transportation Program, the Transportation Congestion Relief Program (TCRP), Propositions 1A and 1B programs, and other programs.
- Advises the Executive Director and Commission on programming and delivery issues, and directs the development of recommendations to the Commission. Is responsible for directing the implementation of programming and delivery policy and the allocation of state funds for specific

projects, while overseeing the monitoring required to ensure accountability for timely and cost effective delivery of the state transportation programs.

- Is responsible for formulating action oriented and pragmatic recommendations for legislation to improve the transportation program, the oversight and preparation of all mandated reports including, but not limited to the Annual Report to the Legislature.
- Acts as spokesperson for the Commission on a wide variety of transportation issues and policies when responding to news media and the general public. Represents the Commission on policy advisory committees, and serves as an influence to help achieve Commission objectives. Ensures the Commissioners are kept informed of all legislative and other pertinent developments and actions.
- Provides general direction and oversight for the preparation of the Commission's budget to ensure that the budget adequately reflects the needs of the Commission and that operations are conducted within budgetary limits.

DESIRABLE QUALIFICATIONS:

- Knowledge and experience in strategic planning and demonstrated understanding of organizational and transportation system performance measures.
- Knowledge of state and federal regulations that apply to and impact the work of the Commission and the Commission's mission, goals, programs, and policies.
- Demonstrated ability to supervise a multi-disciplinary professional staff; participate in public forums; represent the Commission and serve in a consulting and coordinating capacity with other transportation agencies statewide.
- Demonstrate ability to develop and implement organizational improvements or innovations.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes.
- Ability to successfully apply motivational and negotiating skills.
- Demonstrated ability to present policy issues before the legislature, local government, State Boards and Commissions, various control agencies, stakeholders and/or the public.

KNOWLEDGE, SKILLS & ABILITIES:

KNOWLEDGE OF:

The organization and functions of California State Government, including the:

- Organization and practices of the Legislature and the Executive Branch
- Principles, practices, and trends of public administration, organization, and management
- Techniques of organizing and motivating groups
- Program development and evaluation
- Methods of administrative problem solving
- Principles and practices of policy formulation and development
- Personnel management techniques
- The Commission's Equal Employment Opportunity (EEO) program objectives
- A manager's role in the EEO program

ABILITY TO:

- Plan, organize, and direct the work of multi-disciplinary professional and administrative staff
- Analyze administrative policies, organization, procedures, and practices
- Integrate the activities of a diverse program to attain common goals
- Gain the confidence and support of high level administrators and advise them on a wide range of administrative matters
- Develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches
- Analyze complex problems and recommend effective courses of action
- Prepare and review reports
- Effectively contribute to the Commission's EEO objectives

EXAMINATION INFORMATION:

All interested applicants should file a standard State application, resume, and a Statement of Qualifications. The information provided in the Statement of Qualifications will serve as an objective record of each candidate's background and experience and will facilitate discussion of the candidate's qualifications during the examination process. It will also serve as documentation of each candidate's ability to present information clearly and concisely in writing as this is a critical factor to successful job performance as the Chief Deputy Director. **Applications received without the required Statement of Qualifications will be disqualified.**

A Selection Committee will screen applications, resumes, and Statements of Qualifications based on the identified minimum qualifications, the desirable qualifications for the position, and the competitive value of each candidate's relative knowledge, skills, and experience. Only the most qualified candidates will be scheduled for an interview; if interviews are deemed necessary by the Selection Committee.

The results of this examination will be used solely to fill the position of Chief Deputy Director of the California Transportation Commission.

FILING INSTRUCTIONS:

Applicants who meet the qualifications specified must submit a standard State application (STD. 678), a resume, AND a Statement of Qualifications providing specific information on his/her background, knowledge, skills, and abilities, which demonstrate the applicant meets the qualifications.

Statement of Qualifications MANDATORY Requirements:

Responses must be typewritten or generated by computer on 8.5" by 11" paper with a minimum font size of 10. Submit standard State application (STD. 678), resume and Statement of Qualifications to:

**Caltrans Human Resources
Attention: Ashley McGuckin
1727 30th Street – MS 90
Sacramento, CA 95816**

Applications will NOT be accepted after the final filing date. Questions regarding this examination should be directed to Ashley McGuckin at (916) 227-7850.

The California Transportation Commission 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. TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857.