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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 DESIGNATED FOR MANAGERIAL POSITIONS.

CLASSIFICATION: **PRINCIPAL TRANSPORTATION ENGINEER, CALTRANS
(12 – 24 MONTHS LIMITED TERM – MAY BECOME PERMANENT)**

POSITION TITLE: **REGION CHIEF, PROGRAM PROJECT MANAGEMENT
EXTERNALLY FINANCED PROJECTS**

SALARY: **\$11,197 - \$12,718**

LOCATION: **DISTRICT 7 – LOS ANGELES**

DIVISION: **DIVISION OF PROGRAM PROJECT MANAGEMENT**

FINAL FILING DATE: **MAY 17, 2016**

DUTIES/RESPONSIBILITIES

Under the general direction of the District 7 Deputy District Director, Program/Project Management a CEA B, the Principal Transportation Engineer serves as the Region Chief, Program/Project Management of Externally Financed Projects. The incumbent is responsible for: Partnering with Regional Transportation and Local Agencies, planning and directing the work of Supervising and Senior level Project Managers and, delivering projects assigned to the attainment of the Los Angeles Metropolitan Transportation Authority (METRO) State Highway Program and project goals. The position has the authority to make personnel decisions, negotiate and reach agreement with District management to establish and maintain project delivery commitments, and approve scheduled overtime. The incumbent develops and directs procedures, establishes standards, implements policy, recommends District program objectives and resource allocations, and coordinates delivering with other divisions.

**Principal Transportation Engineer
GJ50-3152-16MSP25**

**Final File Date: May 17, 2016
Bulletin Release Date: April 26, 2016
Department of Transportation**

Duties and activities include, but are not limited to:

- Directs a staff of Supervising and Senior engineers involved in project management, partnering, planning, review and oversight. Works with the District Director, Chief Deputy Director and other District Deputy Directors to assure delivery of projects that meet customer needs, are timely and within cost. Sets project priorities within the region. Confers with Headquarters staff and other deputy district directors on difficult technical, administrative, or personnel matters and is responsible for directing resolution of highly technical or (politically or personally) sensitive issues impacting assigned transportation projects and staff. In cooperation with Project Development units, determines most appropriate mix of resources (e.g. regular staff, external consultants etc.) to deliver assigned projects.
- Oversees METRO and other Local Agency Reimbursed and Oversight Projects including the project management support, workload planning, project allocation and expenditures of resources that support the District's commitment to deliver assigned METRO capital outlay projects. Ensures the integrity of work plans, project control systems data, expenditure reporting/invoicing and monthly progress status reports. Manages the direct and indirect charges.
- Implements project management control and business improvement processes that will result in project expenditures staying within baseline budgets and ensures projects' risks are managed.
- Implements and supports Task Management by ensuring that project/functional managers have the training and resources to implement as appropriate for all project tasks, ensuring project managers perform their responsibilities, including the planning and monitoring of project budgets and schedules while producing quality services and deliverables, and reporting progress status through the District's earned value management tool.
- Implements and supports Risk Management by ensuring that Project Managers/Project Development Teams update their risks and risk register throughout each project's life cycle.
- Represents Caltrans in meetings and dealings with Federal, State, Regional and local agencies concerning cost, schedule and scope of projects assigned.
- Makes recommendations regarding changes in policy and procedure associated with program and project management, and effects such changes. Performs post-implementation assessment of procedural changes and makes corrections as necessary.

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, electrical, or mechanical engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of transportation engineering experience as a Supervising level engineer in the California state service; or four years of transportation engineering experience as a Senior level engineer.

Or II

Experience: One year of managerial experience in the California state service equivalent in level to a Supervising Transportation Planner, or four years of supervisory or managerial experience equivalent in level to a Senior Transportation Planner. **and**

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

Or III

Experience: Broad and extensive (more than five years) transportation engineering experience equivalent in responsibility to a Senior or higher level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Transportation economics and financing; various phases of transportation systems planning and engineering work; factors which influence the impact of transportation facilities on the environment, the community, and the economy; State and Federal laws regulating the activities of Caltrans; principles and techniques of personnel management and supervision; Caltrans' equal employment opportunity (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 a large engineering staff; analyze situations accurately and take effective action; address an audience effectively; present comprehensive reports and prepare correspondence; communicate effectively; effectively contribute to Caltrans' safety, health, equal employment opportunity, and labor relations objectives.

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 proceed 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.

STATEMENT OF QUALIFICATIONS/EVALUATION CRITERIA

A Statement of Qualifications (SOQ) must be submitted along with the State application. A 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. Ability to supervise a multi-function Senior project delivery staff at a managerial level.
2. Ability to work cooperatively and build partnerships internally among Caltrans' corporate and district management as well as with Caltrans' external customers, including city and county staff, the Federal Highway Administration, regional transportation planning agencies and elected officials at a managerial level.
3. Ability to provide district leadership to standardize and streamline operation at a managerial level.
4. Demonstrated expert skills in Project Management principles and processes.
5. Knowledge of and experience with team based project delivery and project delivery activities to deliver projects on time and within budget.
6. Ability to determine acceptable level of risk and act accordingly at a managerial level.
7. Ability to resolve highly technical or politically sensitive issues impacting transportation projects at a managerial level.
8. Knowledge of federal and state regulations that apply to and impact the work of Caltrans, and Caltrans' mission, goals, programs, and policies.
9. Ability to participate in public forums, represent Caltrans in advance transportation systems matters, and serve in a consulting and coordinating capacity with other departmental functional areas statewide at a managerial level.
10. Excellent oral and written communications skills.

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: 16MSP25**
- 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 **May 17, 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: Leslie Mazzeo (16MSP25)
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 Leslie Mazzeo at (916) 227-4176.

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.