

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 AN OPEN EXAMINATION.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS DESIGNATED FOR MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING RIGHT OF WAY AGENT
(12 MONTHS LIMITED TERM – *MAY BECOME PERMANENT*)**

POSITION TITLE: **CHIEF, OFFICE OF RIGHT OF WAY PROJECT DELIVERY**

SALARY: **\$7,301 - \$8,289**

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **UNTIL FILLED**

DUTIES/RESPONSIBILITIES

Under the general direction of the Assistant Division Chief, Right of Way and Land Surveys, the Chief, Office of Right of Way Project Delivery directs staff assistance to Headquarters' Right of Way and all of Caltrans' District Offices of Right of Way. On a statewide basis, the incumbent is responsible for the management, efficiency, and effectiveness of the Acquisition, Condemnation, Relocation Assistance, Mitigation, and Federal, State and Tribal Land Transfers functions.

Duties and activities include, but are not limited to:

- Manages and administers the statewide program for the Acquisition, Condemnation, Relocation Assistance, Mitigation and Federal, State and Tribal Land Transfer functions.

- Responsible for statewide standards, policy, and long-range goal development in assigned functions. Develops and disseminates statewide policy through staff and consultation with Districts and Regions.
- Acts as Acquisition, Condemnation, Relocation Assistance, Mitigation and Federal, State and Tribal Land Transfer consultant to the District/Region Division Chiefs, Right of Way; advises on interpretation and application of statewide policy.
- Responsible to Assistant Division Chief, Right of Way and Land Surveys, for delivery on a statewide basis, in assigned functions interfacing with all District Directors of Transportation and District/Region Division Chiefs, Right of Way.
- Design and implement performance measures for the efficient use of capital and staff resources. Leads the Division's zero-based budgeting efforts.
- Directs the review and monitoring of program efficiency in assigned functions for compliance with prescribed policies, procedures and levels of service in support and cooperation with Districts/Regions. Directs the evaluation of activities against adopted performance measures for cost, timeliness, quality and compliance.
- Utilizes technology and information systems to provide the Districts/Regions with data needed to manage activities in an efficient and effective manner.
- Participates as a member of the Right of Way Management Board. Represents the Division at the Real Property Law Committee meetings. Serves as Panel Chair in Condemnation Panel Review Meetings

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications in order to participate in this examination.

Either I

Experience: Two years of experience in the California state service performing the duties of a Senior Right of Way Agent.

Or II

Experience: Five years of progressively responsible experience involving all major phases of the acquisition of rights of way for governmental or public utility use, two years of which must have been in a full supervisory or administrative capacity. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class with a level of responsibility not less than Senior Right of Way Agent.) **and**

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

KNOWLEDGE AND ABILITIES

Knowledge of: Federal Highway Administration policies and procedures relative to right of way activities. Laws, policies and procedures involving the concepts of transportation facilities and their impact on the community and the environment. Property values and the effect of economic trends upon value and price and on the cost of construction of the improvements with particular reference to metropolitan areas. Principles of public administration, including personnel management, budgeting, and supervision. Goals, objectives, policies, organization and procedures of Caltrans as related to right of way in transportation facility construction and maintenance. The social and economic impact of public improvements. Caltrans' safety, health, Equal Employment Opportunity (EEO) and labor relations program objectives. A supervisor's role in safety, health, EEO and labor relations and the processes available to meet these program

objectives. Principles of public administration including capital program, personnel management, program development, budgeting, and supervision. General management principles, practices and management problem-solving methods. Principles of policy development and formulation of principles and practices of disseminating public information.

Ability to: Lead and direct the work of others. Effectively coordinate and apply community and environmental concepts and guidelines to the Right of Way Program. Coordinate staff training and development activities. Analyze complex situations accurately and adopt or recommend an effective course of action. Effectively contribute to Caltrans' safety, health, EEO and labor relations program objectives. Plan, organize, and direct or make decisions involving the work of a large Right of Way staff. Develop program direction and concepts. Establish and maintain liaison, communication, and a cooperative relationship on interdepartmental levels.

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. Ability to work with high level internal/external management (e.g., Partners, Deputy Directors, Legal, Legislators, Agency staff, Government Office).
2. Ability to balance multiple priorities and meet strict deadlines.
3. Knowledge and experience in Acquisition and Condemnation functions.
4. Knowledge and experience in Relocation function.
5. Experience speaking for and representing top/senior level management.
6. Experience supervising, planning and organizing the work of professional staff.
7. Demonstrated ability to develop networks and build alliances.

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: 16MSP43**
- 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 are to be submitted to:

**Department of Transportation
ATTN: Ashley Worley (16MSP43)
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.