

CEA



CAREER EXECUTIVE ASSIGNMENT

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.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: TRANSPORTATION

POSITION TITLE: CHIEF, CENTRAL REGION RIGHT OF WAY DIVISION

LEVEL: CEA A (Salary Range \$6,296 - \$9,051)

* An appointment salary higher than the maximum range for a CEA A may be supported by the Department.

LOCATION: DISTRICT 6 - FRESNO

BULLETIN RELEASE DATE: APRIL 14, 2015

FINAL FILING DATE: MAY 5, 2015

CEA NUMBER: 15CEA07

DUTIES/RESPONSIBILITIES

Under the general direction of the District 6 Director, the Right of Way Division Chief administers the Right of Way Program within the Central Region. This includes responsibility for delivery of Right of Way's portion of the Capital Outlay Program and management of financial and staff resources within the annual allocations. The Division Chief supervises and reviews activities of the Office Chiefs assigned to the four Right of Way offices (Bishop, Stockton, San Luis Obispo, and Fresno) and other Senior level staff responsible for fiscal management and project coordination activities region wide. The Division Chief also provides leadership and direction in establishing Division goals and objectives and sets the tone for professional and ethical conduct.

Responsibilities include:

- Develops, implements, and monitors the Right of Way program including workload distribution and priorities, allocation and expenditure of resources, and determination of staffing needs. Provides direction to management and for all functions and supervision of staff charged with carrying out the Right of Way program throughout the region.
- Participates in regional project delivery, programming, and budgetary activities including review, approval and monitoring of all project schedules, and capital outlay and support budgets. Monitors Right of Way performance for compliance with the Annual Operations Plan and performance measures.
- Reviews and approves Right of Way work products such as appraisal reports, acquisition contracts, administrative/legal settlements; airspace and rental property leases; utility agreements when limits exceed the delegated authority of Senior level staff.
- Acts as Right of Way advisor to the Central Region District Directors in all matters relating to Right of Way including new programs, legal issues, public and legislative inquiries. Attends and participates in project development meetings, public hearings, and other public meetings on behalf of the Region and Right of Way program.
- Is a member of the Statewide Right of Way Management Board and in that capacity acts as consultant to the Right of Way Program Manager in all matters affecting the Central Region or involving Regional and/or statewide right of way issues.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following:

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; Caltrans or Agency's Equal Employment Opportunity (EEO) Program objectives; and 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, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-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; and effectively contribute to Caltrans or Agency's Equal Employment Opportunity objectives.

This knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

DESIRABLE QUALIFICATIONS

Experience in positions at the Supervising Right of Way Agent or a higher level that developed the following qualifications:

- Demonstrated knowledge in managing the application of state and federal project laws and regulations relative to the right of way services of the state highway system.
- Broad and comprehensive knowledge of the Department's transportation roles and responsibilities.
- Demonstrated ability to manage large budgets; in the administration of large organizations; and in setting performance measures to assure accountability.
- Knowledge of federal and state regulations that apply to and impact the work of Caltrans and Caltrans mission, goals, programs, and policies.

- Demonstrated ability to supervise a multi-disciplinary professional staff, participate in public forums, represent Caltrans in advanced transportation systems matters, and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Demonstrated ability to develop and maintain performance measures.
- Demonstrated ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.
- Good oral and written communication skills.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA A, Chief, Central Region Right of Way Division** with Caltrans. Applications will be retained for twelve months.

The examination will consist of a review of each candidate's application and Statement of Qualifications. The minimum and desirable qualifications listed on the bulletin will be used as the evaluation criteria to screen applications. Therefore, it is critical that each applicant include specific information on how his/her background and knowledge and abilities meet the minimum and desirable qualifications. Only the most qualified candidates may be scheduled for an interview.

FILING INSTRUCTIONS

All interested applicants must submit:

- A completed standard original State application (Form 678) with civil service titles and dates of experience.
- The Statement of Qualifications is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The statement should be no more than two (2) pages in length.
- Resumes are optional and DO NOT take the place of the Statement of Qualifications.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

The application and Statement of Qualifications are to be submitted to:

Department of Transportation
Division of Human Resources, MS #90
Attn: Barbara White (15CEA07)
Farmers Market III
1727 – 30th Street
Sacramento, CA 95816-8037

Or via email: CEA.MSPexams@dot.ca.gov

Application and Statement of Qualifications must be received or postmarked by 5:00 p.m. on MAY 5, 2015. Interagency mail received after this date will not be accepted.

Application packets may be emailed to the above address to ensure delivery prior to the final filing date.

Questions regarding this examination should be directed to: Barbara White at (916) 227-7513.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the State application (Form 678). You will be contacted to make specific arrangements.