

CEA



CAREER EXECUTIVE ASSIGNMENT

The State of California 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, DIVISION OF PROCUREMENT & CONTRACTS

LEVEL: CEA B (Salary Range \$8,985-\$10,703)

LOCATION: HEADQUARTERS, SACRAMENTO

BULLETIN RELEASE DATE: DECEMBER 31, 2015

FINAL FILING DATE: JANUARY 15, 2016

CEA NUMBER: 16CEA01

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy Director, Administration, the incumbent plans, organizes and manages the California Department of Transportation (Caltrans) Division of Procurement and Contracts (DPAC), which includes Acquisition Offices; the Office of Policy, Protests and Warehousing; two Architectural and Engineering (A&E) Contract Branches; a Communications Branch, and A&E Coordinators.

The incumbent:

- Develops and implements policies in the areas of procurement; publications; Cal-Card; property control; warehousing; service contracts; A&E contracts; and minor public works contracts.

- Develops and establishes the strategic direction of DPAC. The incumbent provides policy direction on operating procedures, implementation of programs, and management techniques impacting the goals and objectives of the Division's strategic plan. Participates in policy development to guide procurement and contract plans, programs, and projects.
- Oversees the development and implementation of Program Level Action Plans that include Caltrans' goals, strategic objectives, strategies, and performance measures applicable to the program.
- Serves as Caltrans' Procurement and Contracts Officer with full authority to approve all service contracts for the department.
- Develops and implements policies to ensure that all departmental contracts comply with applicable rules, laws and regulations. The consequences of violations of law and/or policy include loss to Caltrans, alienation of the bidding public, loss of federal monetary participation and lawsuits against Caltrans. Provides policy direction on A&E and Minor B contracts.
- Represents Caltrans at meetings involving highly sensitive or controversial acquisition issues.
- Represents Caltrans at public conferences and meetings with federal, state, county and city officials; regional and local agencies and authorities; special interest and advocate groups; elected officials; impacted individuals; and industry representatives on issues relating to procurement and contracts for the department.
- Directs the work activities of subordinate managers to identify needed products and resources, and develop program goals and implementation plans.
- Advises the Deputy Director on the full range of issues related to the DPAC.

MINIMUM QUALIFICATIONS

Applicants must possess the knowledge and abilities, and any other requirements, described in this bulletin.

Note: Eligibility to take a CEA examination does not require current permanent status in civil service.

KNOWLEDGE AND ABILITIES

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: Principles, practices, and trends of public and business administration, including management analysis, planning, program evaluation or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration's and department's goals and policies; governmental functions and organization at the State and local level.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex staff services program; establish and maintain project priorities; develop and effectively utilize all available resources.

These abilities and knowledge are expected to be obtained from broad administration or program manager 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 governmental settings or in a private organization.)

EXAMINATION INFORMATION

The examination will consist of a review of each candidate's application and Statement of Qualifications. The knowledge and abilities and any other requirements identified in this bulletin and listed in the Statement of Qualifications will be used as evaluation criteria to score applications. Therefore, it is critical that each applicant include specific information on how his/her background and knowledge and abilities qualify them for this position.

A passing score of 70% or higher must be obtained to establish eligibility. Hiring interviews will 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 B, Chief, Division of Procurement and Contracts** - with Caltrans. Applications will be retained for twelve months.

DESIRABLE QUALIFICATIONS

Academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

Ability to inspire a creative and innovative work environment.

STATEMENT OF QUALIFICATIONS

The Statement of Qualifications is a narrative discussion of how an applicant's education, training, experience, and skills meet the knowledge and abilities and any other requirements identified in this bulletin and qualify them for the position. The statement should be no more than two (2) pages in length.

Please submit a Statement of Qualifications which includes the following information:

Experience in positions at the Staff Services Manager III level, or equivalent or higher that demonstrates the following qualifications:

1. Broad and comprehensive knowledge of Caltrans' programs and experience that demonstrates the ability to manage a large and complex statewide program.
2. Knowledge and experience in departmental strategic planning and demonstrated understanding of organizational and performance measures.
3. Familiarity with federal and state regulations that apply to and impact the work of Caltrans and with the department's mission, vision, goals, programs, and policies.
4. Demonstrated ability to supervise a multi-disciplinary professional staff, participate in public forums and represent Caltrans in a consulting and coordinating capacity with other departmental functional areas statewide.
5. Demonstrated ability to develop and implement organizational improvements or innovations.
6. Demonstrated ability to effectively apply logic and creativity in decision-making processes and successfully apply motivational and negotiating skills.
7. Excellent oral and written communication skills. Consults with the Deputy Director, Administration on sensitive and/or complex issues.
8. Builds strong business relationships internally and externally that add value to the department and the efficiency and effectiveness of its programs. Works closely with a wide variety of management staff in making department-wide decisions and implementing the goals and objectives of the departmental strategic plan.
9. Develops annual and long-range goals and objectives of the Division. Emphasizes strong customer-service and understands the value a strong, supportive procurement and contracting function can add to program effectiveness throughout Caltrans. Acts in absence of Deputy Director, Administration.

FILING INSTRUCTIONS

All interested applicants must submit:

- A completed standard original State application (Form 678).
- A Statement of Qualifications. The Statement of Qualifications is a narrative discussion of how the candidate's education, training, experience, and skills meet the knowledge and abilities listed in this bulletin 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 State application and Statement of Qualifications are to be submitted to:

California Department of Transportation
Division of Human Resources
Attn: Leslie Mazzeo (16CEA01)
1727 – 30th Street, MS #90
Sacramento, CA 95816-8037

Or via email to:

CEA.MSPexams@dot.ca.gov

Application and Statement of Qualifications must be received by 5:00 p.m. on JANUARY XX, 2016. Interagency mail received after this date will not be accepted.

Questions regarding this examination should be directed to: Leslie Mazzeo at (916) 227-4176.

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.

Caltrans 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.