

M S P



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

CLASSIFICATION: SUPERVISING TRANSPORTATION PLANNER

POSITION TITLE: CHIEF, OFFICE OF STATE PLANNING

SALARY: \$6,915 - \$7,852

LOCATION: HEADQUARTERS - SACRAMENTO

FINAL FILING DATE: APRIL 14, 2015

MSP NUMBER: 15MSP13

DUTIES/RESPONSIBILITIES:

Under the general direction of the Chief, Division of Transportation Planning (DOTP), the Chief, Office of State Planning provides leadership in planning, organizing and directing the work of the Office, and provides program guidance to the districts. The incumbent oversees and manages the state planning program, including updates of the California Transportation Plan; oversees the Caltrans' State Planning, oversees the planning and policy program; and oversees strategic planning for DOTP and the Planning program. The incumbent is responsible for resolving the most difficult and complex State planning issues that span many levels of government. Assignments are politically sensitive, including contact with the Business, Transportation and Housing Agency (BTH), Federal Highway Administration, and top-level managers of Metropolitan Planning Organizations, Regional Transportation Planning Agencies, and other public and private sector agencies. This position is policy oriented and politically sensitive.

Responsibilities include but not limited to:

- Oversees and manages Caltrans' State Planning Program; develops and updates the California Transportation Plan and related efforts; develops and implements policies, strategies, and guidance in response to federal and state legislation and regulations; and manages studies and taskforces to identify opportunities to optimize State planning activities.
- Oversees the more complex economic studies to evaluate economic impacts, merits and benefits and costs of proposed alternative transportation improvement projects, programs, and proposals, and serves as Caltrans' main point of contact on issues regarding lifecycle benefit-cost analysis model (Cal-B/C) and Life-Cycle Cost Analysis. Provides expert advice and trains district and headquarters staff, and management, on the application of economic analysis methodologies and computer modeling techniques for evaluation and selection of project alternatives.
- Coordinates departmental response to CALSTA and Executive Management special assignments and information requests on policy issues related to the overarching statewide planning activities.
- Oversees strategic planning for DOTP and the Planning program; provides leadership, direction and guidance to have an effective strategic planning program that provides vision, goals, objectives, strategies and actions for all planning activities in Caltrans.
- Manages office issues related to organization, scheduling, training, staff development, performance evaluation, safety and specific personnel issues.
- Oversees the transportation planning grant program; provides leadership, direction and guidance to have a coordinated, efficient, and effective grant program.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with Caltrans and meet the following qualifications by the final filing date in order to participate in this examination.

Either I

One year of experience in the California state service performing transportation planning or transportation management duties in a class comparable in level of responsibility to Senior Transportation Planner.

Or II

Experience: Five years of responsible experience conducting difficult and complex transportation planning or research projects. One year must have been comparable in level of responsibility to work performed by a Senior Transportation Planner in the California State service. **and**

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

KNOWLEDGE AND ABILITIES:

Knowledge of: Caltrans' budgeting process; Caltrans' Equal Employment Opportunity (EEO) Program objectives; principles and techniques of selecting outside consultants; principles and techniques of effective supervision and personnel management; a supervisor's role in safety, health, labor relations and Caltrans EEO Program and the processes available to meet these program objectives; purposes, organization and policies of Federal, State, regional and local transportation agencies; program goals and objectives of Caltrans.

Ability to: Work independently on complex planning projects; organize and direct the work of a staff engaged in a variety of planning activities; evaluate and monitor the work of consultants. Communicate effectively with other agencies, the public and the media; effectively contribute to

Caltrans safety, health, labor relations, and EEO Program objectives. Provide direction of the analysis of transportation and environmental planning studies.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA:

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated based on the candidates' **demonstrated**:

- Knowledge of Caltrans, the Division of Transportation Planning and policy issues facing the Division and specifically, issues related to the Office of State Planning programs.
- Broad spectrum of interpersonal communication skills (written and oral) necessary to address a variety of internal and external issues.
- Knowledge of budget processes, workload development and resource management.
- Knowledge and experience with Caltrans' project management and programming processes.
- Ability to effectively develop and lead multi-disciplinary teams.
- Ability to initiate, develop and maintain positive relationships with other agencies and interest groups.
- Knowledge and experience applying federal and state transportation planning law, regulation, process, and policy to carry out transportation programs and program elements, including the roles of regional transportation planning agencies, other transportation agencies, and local government.
- Knowledge and experience of transportation financing resources, and program management at the federal, state, local and private levels for all transportation modes and services.
- Ability to work with other Caltrans Districts/Divisions, and federal, state, regional and local agencies, and advocacy and advisory groups.
- Ability to effectively develop a strategic planning program that provides vision, goals, objectives, strategies, and actions for all planning activities in Caltrans.
- Knowledge and experience managing planning, policy, and system information research programs.

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. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and exam will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin. The exam will establish a list which will include 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) that includes civil service titles and dates of experience. The application should specify the **classification; position title and the following MSP number: 15MSP13**.
- Faxed or emailed applications will not be accepted.
- A Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. The Statement must be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- 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).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **APRIL 14, 2015**. 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 (15MSP13)
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, and Sacramento, CA 95816. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.