

# 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

THIS EXAMINATION IS DESIGNATED FOR MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING RIGHT OF WAY AGENT**

POSITION TITLE: **SUPERVISING RIGHT OF WAY AGENT  
REAL PROPERTY SERVICES**

SALARY: **\$7,088 - \$8,048**

LOCATION: **DISTRICT 7 – LOS ANGELES**

DIVISION: **RIGHT OF WAY (PROPERTY SERVICES)**

FINAL FILING DATE: **JANUARY 26, 2016**

### DUTIES/RESPONSIBILITIES

Under the general direction of the District Director, the incumbent serves as the Office Chief of -710 Property Management; State as Lessee. This position is responsible for the management of all property held for future transportation projects, excess properties, employee housing. Management of these properties includes maintaining an inventory of state-owned properties, inspecting properties for loss prevention, marketing rentable properties, establishing tenancies, collecting rents, arranging property maintenance, and terminating tenancies. In addition, this position oversees the rental and or lease of privately owned properties for the Department's use as temporary field facilities. This position provides leadership and direction in establishing goals and objectives and sets the tone for professional and ethical conduct.

- The incumbent is responsible for the planning, coordination, direction, guidance and supervision of the activities of the property management functions and the staff assigned thereto. The incumbent is also

*Supervising Right of Way Agent  
KR30- 4961 – 15MSP65*

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Department of Transportation**

responsible for direction and supervision of staff engaged in all aspects of managing Department owned properties, including the screening of applicants, preparing rental or lease agreements, hiring contractors, identifying repair work to be done and ensuring that the work is satisfactorily completed, and the collection of rental payments and preparing unlawful detainer actions, when necessary. Oversees the administration of the repair of historical residential structures within the Route 710 corridor area. Ensures the historical structures are being repaired in compliance with the Secretary of interior guidelines for historic buildings.

- The incumbent is responsible for direction, guidance and supervision of staff engaged in all activities pertaining to the sale and monitoring of properties identified under Government Code section 54235 (Roberti), within the Route 710 corridor.
- The incumbent is responsible for direction, guidance and supervision of staff engaged in all activities pertaining to the leasing and monitoring of existing and future airspace sites. They also are responsible for the Wireless Service contracts and marketing of potential sites.
- As a member of the Right of Way Management Team, the incumbent may be called on to assist in performing other Right of Way duties. They act as the initial and primary point of contact for Right of Way Property Management. They coordinate with Headquarters R/W staff and District branch chiefs to ensure adherence to standards, policies and schedules.

### **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.

#### **Either I**

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:** Principles of public administration including capital program, personnel management, program development, budgeting, and supervision. Goals, objectives, policies, organization and procedures of the Department of Transportation as related to Right of Way activities. General management principles and practices. Principles of policy development and formulation of principles and practices of disseminating public information. Employee supervision, development, and training. Program management, Caltrans' Safety, Health, Equal Employment Opportunity, and Labor Relations program objectives. A manager's role in the Equal Employment opportunity program and the processes available to meet Equal Employment Opportunity objectives.

**Ability to:** Plan, organize, and direct or make decisions involving the work of a large Right of Way staff. Develop program direction and concepts. Reason logically and creatively and use a variety of analytical and research techniques to solve complex problems. Develop and evaluate alternatives. Analyze data and present ideas and information effectively. Establish and maintain liaison, communications, and a cooperative relationship on interdepartmental levels. Gain and maintain the confidence and cooperation of others. Review and edit written reports. Use interdisciplinary teams

effectively in the conduct of studies. Manage a complex program. Establish and maintain project priorities. Develop and effectively use all available resources. Effectively contribute to Caltrans' Equal Employment Opportunity 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 qualifications will be admitted into the examination process.

The first step in the examination process is the Position Specific Qualifications Evaluation, which is the appraisal of an applicant's Examination/Employment Application (STD. 678) and Statement of Qualifications. Applicants who achieve a passing score of 70% or higher on the Position Specific Qualifications Evaluation will be invited to the interview portion of the examination. 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.

### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

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

- 1) The Department's Strategic Plan, its purpose, mission, vision, and goals, together with its organization, policies and procedures.
- 2) Knowledge of the principles of public administration, personnel management, program development, budgeting, supervision, and setting performance measures to assure accountability.
- 3) Knowledge of Property Management principles and practices; Federal and State laws, rules and regulations pertaining to property management, clearance, and housing valuation and Caltrans Affordable Rental Program and knowledge of the development of the 710 Affordable Sales Regulations and the relationship to Government Code 54235 through 54238.7. (The Roberti Regulations).
- 4) Knowledge of the State contracting processing and the steps necessary to successfully obtain contracts for property management maintenance and repair service.
- 5) Knowledge of real estate principles, real estate financing, management and leasing of real estate and disposal of real property.
- 6) Broad and comprehensive knowledge of the Right of Way functional programs for application under the district's Property Services, Excess Land and Airspace.
- 7) Knowledge of the implementation and application of Risk Management.
- 8) A manager's role in safety, health and wellness and labor relations and the processes available to meet these program objectives.
- 9) Ability to supervise a multi-disciplinary professional staff, participate in public forums, represent the Department in advanced right of way transportation systems matters, and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- 10) Ability to analyze and resolve highly complex or politically sensitive problems, as well as interagency and public relations issues, administrative and personnel matters in establishing objectives and allocating staff resources.

## **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: 15MSP65**
- 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 should 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 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).**"

State application and Statement of Qualifications must be received or postmarked by the final file date of **January 26, 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: Alejandra Saldana 15MSP65  
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 *Alejandra Saldana* at (916) 227-5534.

## **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 30<sup>th</sup> Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.*