

# INSTRUCTIONAL FORM

Attachment B

## POST & BID POSITION ANNOUNCEMENT Bargaining Units 1, 4 and 11

1. Reference # **2-1-029** 2. Position Number: 902-365-3175-XXX 3. Date of Posting: **JANUARY 6, 2011**
4. Classification: Transportation Engineering Technician 5. Salary Range: **\$3262 - \$4766**
6. Pay Differentials That Apply To Position: May Apply
7. Working Hours Of Position: Summer time: 7:00 am to 3:45 p.m. Winter: 7:00 to 3:45 (Hours may vary)
8. District/Division: 2 - Operations Section: Traffic Engineering & Operations Geographic Location: Redding  
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.)

**8. Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)

- A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):  
*HR - Insert link to SPB Classification Specification*

Technical & Professional Skills & Abilities: *Knowledge of principles and practices of traffic engineering and the California Manual on Uniform Traffic Control Devices (CA MUTCD). Knowledge of design and construction of highway signing and pavement delineation. Experience with computers and computer software is required. Knowledge of computer applications related to traffic operations, including SignCAD. Ability to productively operate Microstation. Ability to read and understand highway plans, drawings, and field data which relate to highway signing and pavement delineation. Ability to prepare and review complex plans, cost estimates, and specifications of signs and delineation devices. Ability to analyze situations accurately, perform engineering calculations, and substantiate conclusions. Experience with Microsoft Excel and Microsoft Word in preparing correspondence, reports, and developing spreadsheets. Ability to communicate effectively orally and in writing. Ability to work in radio dispatch services and remotely operate ITS facilities from the District Traffic Management Center.*

- C. License and/or Certification Requirements: *CA driver license*
- D. Physical Abilities to Perform Essential Functions: *Incumbent will be required to use personal computers and telephones for long periods of time. Other physical activities will include regular fieldwork, lifting up to 50 pounds, light construction type activities, and occasional driving for long periods.*
- E. Other Departmental Requirements: *None*
- F. Duty Statement/Description of Duties: *HR – Will insert link to duty statement document*

10. Final Date and Time for Receiving Bid: January 20, 2011 by 5PM COB

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: Rob Stinger  
Address: P.O. 496073, Redding, CA 96049-6073  
Telephone Number: 530-225-3229  
FAX Number: 530-225-3299  
E-mail Address: Rob\_Stinger@dot.ca.gov

12. Window period employee must be available for contact (Unit 1&4 Only): From: HR To: HR  
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (Unit 11 Only): **No later than February 7, 2011**  
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)