

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: DEPUTY DISTRICT DIRECTOR, PROGRAM AND PROJECT MANAGEMENT (SINGLE FOCAL POINT)

LEVEL: CEA B (Salary Range \$8,766-\$10,442)*

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

LOCATION: DISTRICT 7, LOS ANGELES

BULLETIN RELEASE DATE: JANUARY 9, 2015

FINAL FILING DATE: FEBRUARY 2, 2015

CEA NUMBER: 14CEA14

DUTIES/RESPONSIBILITIES

Under the general direction of the District Director and the Chief Deputy District Director, the Deputy District Director is responsible for the management, policy development, direction, and coordination of the operations for the Program and Project Management Division. The functions include Project Management, Project Management Support, and Capital Outlay Management Support.

Responsibilities include:

- Plans, organizes, and directs the activities of the Program and Project Management Division. Provides policy and administrative direction to staff in Project Management, Program Management, and Project Management Support to ensure the effective use of resources and the attainment of project goals. Develops the goals, objectives, and priorities of the Division.

- Implements and supports Task Management by assigning functional managers as appropriate for all project tasks, ensuring functional managers perform their responsibilities, including the planning and monitoring of budgets and schedules while producing quality services and deliverables and reporting progress status through the District's earned value management tool.
- Implements and supports Risk Management by signing off at each capital project's accountability check points, accepting the disposition of risks identified in project risk registers, and ensuring that functional unit communicate to Project Managers/Project Development Teams and update their risks throughout each project's life cycle.
- Represents the District in making decisions for the resolution of highly technical or politically sensitive problems, interagency, and public relations issues. Corroborates with the Regional Transportation Planning Agencies to determine the projects to be funded by future funding allocations.
- Establishes and manages the Capital Program priorities for the District, which drives the projects in other areas such as Right of Way, Construction, Project Development, and Environmental.
- Implements statewide guidelines and procedures for Project Resource and Schedule Management (PRSM). Develops guidelines and procedures that are not covered in the statewide guidelines. Directs staff in establishing and maintaining project control and reporting systems.
- Participates in the formulation of district goals, policies, and long range plans relative to all functional areas.
- Manages and approves use of contracting out resources for project work. Negotiates and approves brokering work statewide for capital-related positions to account for imbalances between workload and available staff in the region.

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 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 Equal Employment Opportunity objectives.

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.)

DESIRABLE QUALIFICATIONS

Experience in positions at the Supervising Transportation Engineer level or higher that demonstrates the following qualifications:

- Knowledge in managing the application of state and federal laws and regulations relative to the right of way services of the state highway system.
- Knowledge of project management principals and the implementation and application of Task Management and Risk Management.
- Broad and comprehensive knowledge of Caltrans roles and responsibilities.
- 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.
- 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.
- Ability to develop and maintain performance measures.
- Ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.

- A broad and comprehensive knowledge of Caltrans programs and experience that demonstrates the ability to manage a large and complex statewide program.
- Knowledge and experience in departmental strategic planning and demonstrated understanding of organizational and transportation system performance measures.
- Ability to develop and implement organizational improvements or innovations.
- Excellent oral and written communication skills.

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 B, Deputy District Director, Program and Project Management (Single Focal Point)**, 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. 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 (14CEA14)
P.O. Box 168037
Sacramento, CA 95816-8037

Or

Department of Transportation
Division of Human Resources, MS #90
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 **FEBRUARY 2, 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.

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.