



California Transportation Commission

Deputy Director of Transportation Finance & Legislation

POSITION TITLE:	DEPUTY DIRECTOR OF TRANSPORTATION FINANCE & LEGISLATION
CEA LEVEL:	CEA B
MONTHLY SALARY:	\$8,985 - \$10,703 * <i>* Higher salary may be approved by CalHR</i>
LOCATION:	SACRAMENTO, CA
FINAL FILING DATE:	AUGUST 9, 2016

POSITION OVERVIEW:

The Deputy Director of Transportation Finance & Legislation, under the general direction of the Executive Director and the Chief Deputy Director, is responsible for coordination of budgetary, financial, legislative, and performance matters of the Commission. This position provides advice and recommendations, develops policy guidance for presentation and adoption by the Commission, serves as a member of the Policy Staff, and participates in high level policy and planning decisions for the Commission. All duties are performed in accordance with State and Commission policies and procedures.

ESSENTIAL FUNCTIONS:

- Analyze status and adequacy of transportation revenue to meet State transportation funding plans approved in the State Transportation Improvement Program (STIP), the State Highway Operation and Protection Program (SHOPP), Proposition 116 (Clean Air and Transportation Improvement Act of 1990), the Traffic Congestion Relief Program (TCRP), Proposition 1B (Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006), Proposition 1A (The Safe, Reliable Highway-Speed Passenger Train Bond Act of 2008), the Aeronautics Program, the Elderly and Disabled Specialized Transit Program, the Environmental Enhancement and Mitigation Program, the Active Transportation Program (ATP), and other transportation programs.
- Develop policy, methodology and assumptions for estimating revenues available for current and future fiscal years for state and federally funded transportation programs.
- Review, analyze and develop recommendations relative to the accuracy of fund estimates, budget reports, and allocation reports prepared by Caltrans and others.

- Identify and recommend means of assuring that all available funds are fully programmed, allocated, and expended so as to maximize the benefit returned for the State's investment in transportation programs.
- Oversee the annual analysis of bonding capacity of federal transportation funds deposited in the State Highway Account in the State Transportation Fund and prepare necessary reports.
- Prepare and present recommendations related to financial projections; estimated budgets; proposed, pending and enacted legislation, and other matters for Commission consideration.
- Develop and recommend action oriented and pragmatic legislation for the Commission to consider including legislative language that the Commission may wish to submit, and assist the Executive Director in finding a sponsor to the bill.
- Review legislative bills introduced in the Legislature. Select for analysis those bills which have an identifiable impact on the State transportation system, in particular, those which influence transportation funding, the development of the STIP and other programs, the Commission's allocation of funds, and other matters shaped by Commission policies and actions.
- Identify policy issues and develop recommendations for the Commission in key policy areas for conveyance to the Legislature for action.
- Analyze the impact of legislative, economic, and other changes on transportation funding and project programming and allocation.
- Propose legislative changes to promote transparency, accountability, efficiency, and other improvements in delivering the transportation program.
- Represent the Commission at Legislative hearings and Administrative meetings.
- Prepare and present fiscal analyses of pending and enacted legislation affecting the Commission for submission to Legislative Committees, the Department of Finance, the California State Transportation Agency, and others as applicable.
- Manage the development of process policies and statewide program guidelines, setting forth the Commission's policy and expectations for the submittal, review and approval of public private partnership projects, design-build projects, toll facilities, and other innovative financing and procurement proposals.
- Manage the review and the development of program and project-specific recommendations for Commission consideration, which includes short and long term financial consequences.
- Oversee the procurement and management of financial and technical consultants, ensuring compliance with contract terms and conditions.
- Coordinates with Caltrans to accomplish assigned responsibilities as specified in government Code Section 14512.
- Serve as Commission liaison to a Commission Committee as appointed by the Commission or the Commission's Executive Director.
- Represent the Commission at public hearings and various meetings with federal, State, local government, special interest groups, legislative staff, non-profit organizations, private industry, other transportation stakeholders and members of the media.

DESIRABLE QUALIFICATIONS:

Desirable candidates will have knowledge of the following:

- Principles and methods of transportation systems management
- Transportation planning and urban and regional planning
- Environmental, air quality, and energy conservation analysis
- Transportation systems financing and allocation formulas
- Organization and policies of state transportation agencies
- Regional and local transportation planning organizations

KNOWLEDGE AND ABILITIES:

Applicants must demonstrate the ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession 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
- The Commission's Equal Employment Opportunity (EEO) program objectives
- A manager's role in the EEO program

ABILITY TO:

- Plan, organize, and direct the work of multi-disciplinary professional and administrative staff
- Analyze and develop recommendations for new, pending and enacted legislation as well as administrative policies, organization, procedures, and practices
- Integrate the activities of a diverse program to attain common goals
- Gain the confidence and support of executives with federal, state, region, local government, and the private sector for purpose of providing information, advice and recommendations on a wide range of financial, legislative and 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, review and publically present recommendations, reports and other information
- Effectively contribute to the Commission's EEO objectives

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.

EXAMINATION INFORMATION:

All interested applicants must file a standard State application, resume, and a Statement of Qualifications. The information provided in the Statement of Qualifications will serve as an objective record of each candidate's background and experience and will facilitate discussion of the candidate's qualifications during the examination process. It will also serve as documentation of each candidate's ability to present information clearly and concisely in writing as this is a critical factor to successful job performance as the Deputy Director of Transportation Finance & Legislation. **Applications received without the required standard State application, resume and Statement of Qualifications will be disqualified.**

A Selection Committee will screen applications, resumes, and Statements of Qualifications based on the identified essential functions, minimum qualifications, the desirable qualifications for the position, and the competitive value of each candidate's relative knowledge, skills, and experience. Only the most qualified candidates will be scheduled for an interview; if interviews are deemed necessary by the Selection Committee.

The results of this examination will be used solely to fill the position of **Deputy Director of Transportation Finance & Legislation** of the California Transportation Commission.

STATEMENT OF QUALIFICATIONS:

Applicants who meet the qualifications specified must submit a standard State application (STD. 678), a resume, **AND** a Statement of Qualifications providing specific information on his/her background, knowledge, skills, and abilities, which demonstrate the applicant meets the qualifications and the criteria below. Responses must be typewritten or generated by computer on 8.5" by 11" paper with a minimum font size of 10. The Statement of Qualifications **must not exceed** two (2) pages in length.

Please submit a Statement of Qualifications which includes a demonstration, by the applicant, of the following:

1. Knowledge and experience in strategic planning and demonstrated understanding of organizational and transportation system performance measures.
2. Knowledge of state and federal regulations that apply to and impact the work of the Commission and the Commission's mission, goals, programs, and policies.
3. Demonstrated ability to supervise a multi-disciplinary professional staff; participate in public forums; represent the Commission and serve in a consulting and coordinating capacity with other transportation agencies statewide.

4. Demonstrated ability to develop and implement organizational improvements or innovations.
5. Demonstrated ability to effectively apply logic and creativity in decision-making processes.
6. Demonstrated ability to successfully apply motivational and negotiating skills.
7. Demonstrated ability to present policy issues before the legislature, local government, State Boards and Commissions, various control agencies, stakeholders and/or the public.

FILING INSTRUCTIONS:

All interested applicants must submit:

- A completed standard original State application (Form 678).
- A Statement of Qualifications. The Statement of Qualifications must be responsive and must not exceed two (2) pages in length.
- Resume must not exceed two (2) pages in length.

Submit standard State application (STD. 678), resume and Statement of Qualifications to:

California Transportation Commission
Attention: Kristina Assouri, LL.M. (16CEA12)
Chief Deputy Director
1120 N Street – MS 52
Sacramento, CA 95814

Applications must be postmarked by the final filing date. Unless postmarked by the final filing date, applications will NOT be accepted after the final filing date.

Questions regarding this examination should be directed to Ashley Worley at (916) 227-1828.

GENERAL INFORMATION:

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of 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.

The Commission 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.

The California Transportation Commission 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. TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857.