

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 FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION SURVEYOR, CALTRANS**

POSITION TITLE: **CHIEF, NORTH REGION OFFICE OF SURVEYS**

SALARY: **\$9,866 - \$11,208**

LOCATION: **DISTRICT 3-REDDING OR MARYSVILLE**

FINAL FILING DATE: **SEPTEMBER 17, 2014**

DUTIES/RESPONSIBILITIES

Under the general direction of the North Region Division Chief of Engineering, a Principal Transportation Engineer, the incumbent serves as Chief of the Right of Way Engineering and Surveys functions, responsible for survey and mapping functions in the North Region.

- Responsible and accountable for coordinating the region-wide activities of delivering all survey and mapping services to fulfill the Region's requirements from preliminary surveys to final monumentation and filing of Record Maps. Included in this is the responsibility and accountability for planning, organizing, budgeting, controlling, reviewing, and directing the work of assigned functions and for the Region. Works with and assists the Division Chief, Engineering in personnel matters relating to this office.
- Provides leadership and general direction to subordinate senior-level surveyors responsible for the Region's survey, photogrammetry and Right of Way engineering functions and to regional support staff.

- Represents the Department of Transportation as well as the North Region at public and internal meetings in matters relating to surveys, mapping, and Right of Way mapping requirements. Prepares correspondence and reports relating to surveys mapping and Right of Way mappings issues.

MINIMUM QUALIFICATIONS

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

Possession of a valid California Land Surveyors' License. (A Certificate of Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors prior to January 1, 1982 satisfies this requirement.) **and**

Either I

Two years of experience in the California state service performing the duties of a Senior Land Surveyor or Senior Transportation Surveyor (Caltrans).

Or II

Broad and extensive (more than five years) land surveying experience, three years of which includes supervising a major program element of a large surveying operation equivalent in responsibility to the Senior Land Surveyor or Senior Transportation Surveyor (Caltrans) level in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Purposes, organization, policies and procedures of the Department; transportation system planning; surveying economics; factors which influence the impact of the Department's facilities on the environment; the community and the economy; processes and methods of accomplishing plane, geodetic and photogrammetric surveying and mapping, computers and precision surveying instruments (conventional and state of the art); the Department's EEO program objectives.

Ability to: Administer surveying programs; plan and direct the work of others; judge work quality and performance; evaluate the applicability and apply and direct the use of computers and precision surveying instruments (conventional and state of art); prepare technical correspondence and complete comprehensive reports; prepare articles for publication; and address an audience effectively.

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:

- Demonstrated knowledge of organization and policy issues facing Caltrans, and the current responses to such issues.
- Demonstrated knowledge of budget processes, workload development, resource management, and Project Management concepts.
- Demonstrated broad spectrum of interpersonal communication skills necessary to address a variety of internal and external issues.
- Demonstrated ability to plan strategically and implement with measurable results.
- Demonstrated ability to develop and implement innovative and effective solutions for transportation problems.
- Demonstrated ability to effectively develop and lead a multi-disciplinary staff.
- Demonstrated ability to initiate, develop and maintain positive relationships with other agencies and interest groups.
- Demonstrated in-depth knowledge of the right of way process.
- Demonstrated in-depth knowledge of the Caltrans project development process and its interrelated functions.

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 position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and exam will be used to rate candidates. Only the most qualified applicants will be invited to participate in the examination. 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), which includes civil service titles and dates of experience. The application should specify the **classification, position title, and the following MSP Number: 14MSP33**
- 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 to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **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 **September 17, 2014**. 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: Gwen Ling 14MSP33
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 Gwen Ling at (916) 227-7841

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, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.