

MSP



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: **STAFF SERVICES MANAGER II (MANAGERIAL)**

POSITION TITLE: **DEPUTY DISTRICT DIRECTOR OF ADMINISTRATION**

SALARY: **\$6,453 - \$7,331**

LOCATION: **DISTRICT 10 – ADMINISTRATION**

FINAL FILING DATE: **FEBRUARY 9, 2016**

MSP NUMBER: **16MSP05**

DUTIES/RESPONSIBILITIES

Under the general direction of the District Director, the Deputy District Director, Administration is responsible for directing all of the administrative support programs within the District. The incumbent provides direct control and supervision over the Office of Business Management, Office of Resource Management, Office of Administrative Services and the Office of Executive Services. These offices includes the following administrative support functions: Equal Employment Opportunities, Public/Legislative Affairs, Workforce Development/Training, Small Business Outreach, Budget, Position Control, Cashier, Safety, Human Resources, Labor Relations, Facilities, Security, Mailroom, Reprographics, Claims, Cooperative Agreements, Media Relations, and Graphics. Duties and activities include, but are not limited to:

- Serves as the District Director's point of contact for supervisors and managers regarding direction and guidance on administrative issues crossing functional or program lines.

- Establishes District policy, procedures, and evaluation criteria and implements to ensure administrative activities are performed consistent with departmental program goals. This includes responsibility for performance of field evaluations and development of corrective actions as needed.
- Develops budget plans and systems to manage operation expenses and Personnel Years for the Districts. Monitors performance to ensure resource expenditures remain within allocations while meeting program objectives. Has full responsibility for the allocation and managing of personnel and operating expense dollars for District Resource Management programs. Researches specific project problems and issues encountered. Works cooperatively with other Deputy District Directors in the District and Central Region to resolve matters.
- Resolves with District Director highly sensitive issues, which may involve other State agencies, local agencies, federal government, the Legislature, and the public.
- Plans and manages the District's Public Information/Legislative Affairs, Equal Opportunity, Small Business and Safety Programs through staff; includes community outreach with local official, business councils, and minority advisory groups.

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.

Either I

One year of experience in the California state service performing the duties of a Staff Services Manager I.

Or II

One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst. **and**

Current employment in a class with a level of responsibility not less than that of Staff Services Manager I.

Or III

Two years of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst.

Or IV

Experience: Four years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least one year of which must have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of Staff Services Manager I.) (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.) **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, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the

State and local level; Caltrans equal employment opportunity objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and 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.

STATEMENT OF QUALIFICATIONS/EVALUATION CRITERIA

The Statement of Qualifications is a narrative discussion of how an applicant's education, training, experience, and skills meet the Position Specific Qualifications (PSQs) and qualify them for the position. The statement should be no more than two (2) pages in length. Please submit a Statement of Qualifications in response to the following PSQs:

1. Describe your experience in preparing and making oral presentations and representing the department competently with state, federal and local agencies.
2. Demonstrate your experience in managing complex programs and multi-disciplinary staff.
3. Demonstrate your experience in exercising leadership and motivating supervisors to incorporate vision, strategic planning and elements of quality management into the full range of the organization activities.
4. Describe your knowledge and experience in handling highly sensitive human relations, labor relations and equal employment opportunity issues.
5. Demonstrate your ability to manage legislative and media relations.
6. Demonstrate your experience in managing and resolving conflicts and disagreements in a positive and constructive manner to minimize negative impact.
7. Demonstrate use of a broad spectrum of interpersonal communication skills, such as those needed to deal with a wide variety of internal and external issues, accomplish organizational goals and analyze and resolve technical personnel and politically sensitive problems and issues. Include ability to adapt leadership and management style and actions to a variety of situations.
8. Demonstrate ability to effectively apply logic and creativity in decision making processes and successful application of motivation and negotiation skills.
9. Describe your knowledge of the Department's Mission, Vision, Goals, Values, and Strategic Management Plan. How would you effectively align your team's and program's objectives with those of the Department?

10. Demonstrate your knowledge, ability and experience in the development and management of the budget. Describe your experience with budget plans including operating expenses, personnel year and positions and the development of activity plans.

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: 16MSP05**
- 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 **February 9, 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: Leslie Mazzeo (16MSP05)
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 Leslie Mazzeo at (916) 227-4176.

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.