TRANSPORTATION, DEPARTMENT OF
CAREER EXECUTIVE ASSIGNMENT
EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free 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 the special trust placed in public servants.

DEPARTMENT:	TRANSPORTATION, DEPARTMENT OF	**RELEASE DATE:**	Thursday, July 26, 2012
POSITION TITLE:	DEPUTY DIRECTOR, PLANNING & MODAL PROGRAMS (SACRAMENTO)	**FINAL FILING DATE:**	Wednesday, August 15, 2012
CEA LEVEL:	CEA 4	**EXTENDED FINAL FILING DATE:**	Wednesday, August 22, 2012
SALARY RANGE:	$ 9,018.00 - $ 9,939.00 / Month	**BULLETIN ID:**	07262012_1

POSITION DESCRIPTION

*An appointment salary higher than the maximum Range for CEA 4 ($9018-$9939) may be supported by the Department and requires DPA approval for engineering classes.

Under the general direction of the Director/Chief Deputy Director, the incumbent is responsible for the Department's planning and modal programs to include the Divisions of Aeronautics; Local Assistance; Mass Transportation; Rail; Transportation Planning; and Transportation Systems Information. Responsibilities include:

• Develops the short and long term strategic direction for the planning and modal programs of the state transportation system. • Develops policies to implement a proactive role in the area of planning, transit, rail, aeronautics, and goods movement. • Directs the effective and efficient distribution and use of local assistance and special funds to local and regional agencies. • Directs the development, evaluation, negotiation, recommendation and resolution of the statewide goals, objectives, policies, regulations, standards, plans and actions that are the responsibilities of the assigned programs. • Oversees the development and implementation of Program Level Action Plans that include the Department's goals, strategic objectives, strategies, and performance measures applicable to planning and modal programs. • Responsible under the federal regulations for developing a comprehensive statewide intermodal transportation plan. • Implements policy and planning to expand the movement of goods by highway, rail, air, and freight. • Oversees the Department's review of local developments to ensure consistency with state transportation and environmental policies and priorities, and advises District Directors, the Chief Counsel, and the Director on issues related to transportation and land use. • Represents the Director/Chief Deputy Director as a departmental spokesperson on policy matters that are the assigned responsibility of the reporting divisions. This includes representing the Director and the Department in liaison with the Native American Advisory Committee, Metropolitan Planning Organizations, Regional Transportation Planning Agencies, and numerous public and private parties and interest groups. • Represents the Director/Chief Deputy Director before state boards, commissions, and committees when requested and acts as a member of such organizations, boards and committees as assigned.

Serves on both the American and Western Association of State Highway and Transportation Officials Standing Committees on Planning. • Serves as a member of the Director's Executive Committee and advises the Director on the full range of issues related to the Planning & Modal Programs. • Advises and/or acts for the Director/Chief Deputy Director on planning and modal issues and responds to inquires from legislators, public agencies and private sector.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

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 Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) 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; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, 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 Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and

review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of 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 government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)
Experience in positions at the Supervising Transportation Planner, Senior Transportation Engineer and Staff Services Manager III level or higher that developed the following qualifications:

• Understanding of planning & modal programs and global logistics and their relationship to California's economy, environment and communities. • Broad and comprehensive knowledge of the Department's planning & modal programs and experience that demonstrates the ability to manage a complex statewide program. • Knowledge and experience in departmental strategic planning and organizational and transportation system performance measures. • Familiarity of federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, programs, and policies. • Demonstrated ability to supervise a multi-disciplinary professional staff; participate in public forums; represent the Department in advanced transportation systems matters; and serve in a consulting and coordinating capacity with other departmental functional areas statewide. • Demonstrated ability to develop and implement organizational improvements or innovations. • Demonstrated ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills. • Excellent oral and written communication skills.

In addition, candidate should have completed academic course work at the university level. Further, candidate should have equivalent training and experience in the area of supervision and management principles.

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 **DEPUTY DIRECTOR, PLANNING & MODAL PROGRAMS (SACRAMENTO)**, with the **TRANSPORTATION, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

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. Therefore, 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

Application and Statement of Qualifications must be received or postmarked by 5:00 p.m. on August 15, 2012. 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.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement 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 of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

TRANSPORTATION, DEPARTMENT OF, Division of Human Resources, Attn: Kelly Albrecht, MS 90
Farmers Market III, 6th Floor, P.O. Box 168037, Sacramento, CA 95816
Kelly Albrecht | 916-227-1712 | CEA_MSPexams@dot.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

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.

The TRANSPORTATION, DEPARTMENT OF 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.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: CEA and Exempt Appointees