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:**	Monday, September 10, 2012
POSITION TITLE:	Deputy Director, Project Delivery (Chief Engineer)	**FINAL FILING DATE:**	Wednesday, September 26, 2012
CEA LEVEL:	CEA 5	**EXTENDED FINAL FILING DATE:**	
SALARY RANGE:	$ 9,544.00 - $13,381.00 / Month	**BULLETIN ID:**	09102012_4

POSITION DESCRIPTION

As the Chief Engineer, current registration as a Professional Engineer in the State of California is required.

Under the general direction of the Director/Chief Deputy Director, the incumbent is responsible for developing and implementing policies in areas affecting the following programs: Construction, Design, Engineering Services, Environmental Analysis, Project Delivery, Project Management, and Right of Way.

Responsibilities include:

• Develops and implements policies, guidelines and standards for statewide project delivery functions; design, construction, engineering services, environmental analysis, project management and right of way. • Develops policies for activities involved in state transportation highway projects. • Develops strategic direction for the project delivery programs. • Establishes statewide goals, objectives, policies, and regulations and standards, to guide the Department's engineering, environmental and right of way efforts. • Confers with Director/Chief Deputy Director on difficult technical and administrative matters, as well as departmental priorities. • Works with Deputy Directors and District Directors to assure a timely and efficient project delivery. • Ensures that local funded projects on the State Highway System are coordinated with local and state, and federal agencies and promotes effective partnerships with all stakeholders. • Maintains necessary functional liaison with district staff. Ensures that departmental standards for each function area are consistently and uniformly applied throughout the State. • Represents the Department with local, state, and federal agencies, industry representatives, special interest groups, legislature, and the public, regarding all aspects of the development and delivery of projects on the State Highway system. • Represents the Department and assists in studies with committees and organizations such as, the Transportation Research Board, American Association of State Highway and Transportation Officials, industry representatives and the general public. • Advises the Director/Chief Deputy Director on the full range of issues related to the Department's project delivery program. • Serves as

the Department's Chief Engineer.

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 Engineer level and higher that developed the following qualifications:

•Knowledge of the Department's project delivery program, budget and various funding requirements. •Demonstrated knowledge in managing the application of state and federal project delivery laws and regulations. •Broad and comprehensive knowledge of the Department's multimodal transportation roles and responsibilities. •Knowledge of federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, programs, and policies. •Ability to demonstrate knowledge in budget and contract development and administration. •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 encourage, develop and implement organizational improvements or innovations. •Demonstrated ability to encourage, develop and maintain effective partnerships with all stakeholders. •Demonstrated ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills. •Possess 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 **Deputy Director, Project Delivery (Chief Engineer)**, 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.

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, Project Delivery (Chief Engineer), with the Department of Transportation. 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. 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

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.

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, Exams - Human Resources - MS #90
P. O. Box 168037 , Sacramento, CA 95816-8037
Liz Ochoa | (916) 227-7466 | 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