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EXAMINATION ANNOUNCEMENT

DEPARTMENT	TRANSPORTATION
POSITION TITLE	DISTRICT 8 DIRECTOR
SALARY RANGE	\$9544 – 13,381 * * Pending Appropriate Approvals
FINAL FILING DATE	AUGUST 19, 2008

DUTIES/RESPONSIBILITIES

Under the general direction of the Director/Chief Deputy Director, the incumbent has full responsibility for all functions and activities within the District and is responsible for the administration and operation of the Department's programs within the District boundaries of San Bernardino and Riverside counties. Responsibilities include:

- Develops and implements policies, formulates work programs and evaluates effectiveness of operations in the District. Develops and implements policies for the maintenance of State highways in San Bernardino and Riverside counties.
- Develops and implements policies, formulates work programs and evaluates effectiveness of the preparation, delivery, administration and oversight of capital projects in the District.
- Develops short and long term strategic direction for the District.
- Establishes Division Program Level Action Plans that include the Department's goals, strategic objectives, strategies and performance measures.

- Directs the District transportation planning activities with regional planning agencies, councils, government commissions and other interested parties. Responsible for developing policies and procedures to ensure an appropriately balanced transportation system.
- Provides the Director and Chief Deputy Director with District expertise necessary to advise Department management of external interests and controversial issues as they develop in the counties.
- Represents the Director and Chief Deputy Director as departmental spokesperson on transportation issues in District 8. Develops strong relationships based on partnering and mutual respect with the San Bernardino Associated Governments (SANBAG) and the Riverside County Transportation Commission (RCTC).
- Maintains liaison with local government agencies and officials and private organizations and individuals in order to direct State transportation matters with local activities and plans. Develops annual performance objectives to further the Department's goals. Directs ongoing State transportation activities and is responsible for the performance and timely completion of District programs.
- Organizes the work and staff of District 8, directs and evaluates the performance of subordinate managers and establishes management control systems and performance targets.
- Assists legislators in drafting transportation legislation and in responding to constituents concerning transportation matters.
- Provides the media with timely transportation information.
- Advises the Director/Chief Deputy Director on the full range of issues related to the District.

DESIRABLE QUALIFICATIONS

- A broad and comprehensive knowledge of the Department's programs and experience that demonstrates the ability to manage a large and complex statewide program.
- Knowledge and experience in departmental strategic planning and a demonstrated understanding of organizational and transportation system performance measures.
- Familiarity with federal and state regulations that apply to and impact the work of the Department and with the Department's mission, goals, programs, and policies.
- Demonstrated ability to supervise a multi-disciplinary professional staff, participate in public forums, and represent the Department 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 successfully apply motivational and negotiating skills.
- Excellent oral and written communication skills.

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

EXAMINATION INFORMATION

The appointing power will establish specific job-related evaluation criteria and will review all applications immediately following the final filing. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria, and against the qualifications of all other candidates taking the examination. Interviews may be conducted at the discretion of the appointing power. Each candidate shall be notified in writing of the examination result.

EVALUATION CRITERIA

The *Statement of Qualifications* must indicate your total years of experience (and civil service classification, if applicable) performing each of the activities included in the evaluation criteria. Some of the factors that will be utilized in the evaluation are:

- Education
 - List degrees obtained and dates received.
 - List licenses and certificates and dates received.
- Breadth and extent of external contacts (e.g., Legislature, control agencies, etc).
 - List state and federal resource agencies and other stakeholders and partners.
 - Explain nature and extent of these contacts.
- Breadth and extent of experience making clear and convincing presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the office (i.e., directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups).
- Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
- Ability to provide new perspectives and/or develop and implement new initiatives.

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original State application (Form 678) with civil service titles and dates of experience.

- A *Statement of Qualifications*. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the evaluation criteria. The *Statement* should be no more than two pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS
WILL BE ELIMINATED FROM THE EXAMINATION.**

The application and *Statement of Qualifications* are to be submitted to:

Department of Transportation
Division of Human Resources, ATTN: Patti Oshita, MS 90
Farmers Market III, 6th Floor, P.O. Box 168037
Sacramento, CA 95816-8037

Or via e-mail: Patti_Oshita@dot.ca.gov

Application and *Statement of Qualifications* must be received or postmarked by 5:00 p.m. on August 19, 2008. Interagency mail received after this date will not be accepted.

Application packets may be e-mailed to the above address or faxed to (916) 227-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address only if the application packet is sent via fax.

Questions regarding this examination should be directed to:

Patti Oshita at (916) 227-7414. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.