"THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION."

ASSISTANT EXECUTIVE DIRECTOR
CALIFORNIA TRANSPORTATION COMMISSION
OPEN EXAMINATION - SPOT: SACRAMENTO

STATE OF CALIFORNIA
CALIFORNIA TRANSPORTATION COMMISSION

SALARY RANGE: $7602.00 - 8633.00
FINAL FILING DATE: January 28, 2015

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 SINCE 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.

WHO MAY APPLY

This is an OPEN - SPOT: SACRAMENTO examination for the California Transportation Commission. Anyone who meets the minimum qualifications as stated below may apply. **IF YOU PREVIOUSLY APPLIED DURING THE PUBLICITY PERIOD OF DECEMBER 12, 2014 – DECEMBER 30, 2014 AND YOUR APPLICATION WAS ACCEPTED, YOU DO NOT NEED TO REAPPLY.** Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY

Applications are available upon request or the Internet at: http://jobs.ca.gov/pdf/std678.pdf and may be filed in person or by mail. Resumes alone will not be accepted. Applications (STD 678) must be POSTMARKED no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 PM on the final filing date will not be accepted for any reason. The examination title must be indicated on the application. **FAXED or EMAILED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
ATTN: JONI-MARIE CASIAS
MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 3RD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUESTIONS

If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, **Joni-Marie Casias, Exam Analyst at (916) 376-5442.**

SPECIAL TESTING ARRANGEMENTS

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

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information may be rejected.**

MINIMUM QUALIFICATIONS

EITHER I

In the California state service, two years of administrative experience in transportation planning, financial management, or transportation environmental review with responsibilities for developing, identifying and recommending policy alternatives to executive, legislative, or administrative bodies performing duties of a class at a level not less than that of Supervising Transportation Planner.

OR II

In the California state service, two years of administrative experience in transportation planning, financial management or transportation environmental review with the California Transportation Commission in the class of Staff Services Manager II.

OR III

Experience: Five years of broad, progressively responsible experience with a large governmental or commercial organization in transportation or land use and environmental management and planning, three years of which must have included substantial participation in formulating transportation goals, programs, policies and objectives. (Experience in State service applied toward this requirement must include at least two years performing duties of a class at a level not less than that of Supervising Transportation Planner.)

and

Education: Equivalent to graduation from college preferably with major work in the areas of transportation, planning, economics, environmental studies, or other related fields. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

NOTE: Applicants using education to meet the minimum requirements MUST provide a copy of their diploma, official/unofficial transcript, statement and/or evaluation from an accredited U.S. college or university with their examination application.

SEE REVERSE FOR ADDITIONAL INFORMATION

DEPARTMENT OF GENERAL SERVICES ❖ OFFICE OF HUMAN RESOURCES
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STREET ADDRESS: 707 3RD STREET, 7TH FLOOR ❖ WEST SACRAMENTO, CA 95605
California Relay (Telephone) Service for the Deaf/Hearing Impaired: From TDD 1-800-735-2929, From Voice 1-800-735-2922

THE POSITION

Under the administrative direction of the Executive Director, California Transportation Commission, to formulate State transportation goals, programs, policies, and objectives; to develop and recommend to the Commission a biennial report and a State transportation improvement program; to evaluate the Caltrans budget and present that evaluation before the Legislature; to administer as needed each of the modal committees established pursuant to enabling legislation; to represent Commission in the legislative process to provide liaison with Federal, State, regional and local agencies; and to do other related work.
Positions are located in Sacramento only.

EXAMINATION INFORMATION

QUALIFICATIONS APPRAISAL PANEL INTERVIEW – WEIGHTED 100%

This examination will consist of a Qualifications Appraisal Panel Interview weighted 100%. The QAP will consist of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION.** It is anticipated that interviews will be held during FEBRUARY/MARCH 2015 in Sacramento only.

SCOPE

Candidates should be prepared to answer questions related to the following areas:

A. Knowledge of

1. Principles and methods of transportation systems management.
2. Fiscal and budgetary planning and control methods.
3. Computer systems management.
4. Transportation planning and urban and regional planning.
5. Environmental, air quality, and energy conservation analysis.
6. Organization and policies of the Department of Transportation and of regional and local transportation planning organizations.
7. Transportation systems financing and allocation formulae.
8. Personnel management and supervision.
9. Planning and directing the work of others.
10. Commission's Equal Employment Opportunity Program objectives.
11. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment objectives.

B. Ability to:

1. Plan, organize, and coordinate large scale, highly sensitive studies.
2. Advise commissioners of areas of potential policy conflicts.
3. Analyze difficult and complex transportation financial issues.
4. Develop and recommend practical and effective policies for addressing such issues.
5. Develop material and make recommendations on a variety of topics.
6. Maintain cooperative relations with representatives of governmental agencies, including high level administrators, legislators and their staffs, and others contacted during the course of the work.
7. Act as a spokesperson for the Commission in the absence of the Executive Director.
8. Speak and write effectively.
9. Plan and direct the work of others.
10. Effectively contribute to the Commission's Equal Employment Opportunity objectives.

ELIGIBLE LIST INFORMATION

An **OPEN-SPOT: SACRAMENTO** eligible list will be established for the California Transportation Commission. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

GENERAL INFORMATION

It is the candidate's responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at local offices of the Employment Development Department, the Department noted on the bulletin, or on the Internet at http://jobs.ca.gov.

If you meet the requirements stated on the reverse, 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 the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of General Services 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 the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at http://jobs.ca.gov/Job/VeteransInformation, and the Department of Veterans Affairs.

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