



CA Transportation Commission

JOB ANNOUNCEMENT POSTING

JC-10171 - ASSISTANT EXECUTIVE DIRECTOR, CALIFORNIA TRANSPORTATION
COMMISSION

Final Filing Date:3/25/2016

Equal Opportunity Employer

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

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.

Position Details

Job Control #: JC-10171
Position #(s): 696-004-5916-XXX
Classification: ASSISTANT EXECUTIVE DIRECTOR, CALIFORNIA
TRANSPORTATION COMMISSION
\$7,792.00 - \$8,849.00
of Positions: 1
Work Location: Sacramento County
Job Type: Permanent, Full Time

Job Description and Duties

The Commission advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies and plans for California's transportation programs, and has the ultimate responsibility for adopting statewide transportation policy. The Commission is responsible for the programming and allocating of funds for the construction of highway, passenger rail, transit, and bike and pedestrian improvements throughout California. The Commission is an active participant in the initiation and development of State and Federal legislation that seeks to secure financial stability for the State's transportation needs.

The Assistant Executive Director, under the administrative direction of the Executive Director and the Chief Deputy Director, is responsible for advising the Commission on transportation funding and programming issues. This includes developing policies and procedures for the programming and allocation of funds for the state's multi-modal transportation system, and assuring that funds are fully programmed, allocated, and expended so as to maximize the benefit returned for California's investment in its transportation programs. As needed, the Assistant Executive Director may be assigned a wide variety of complex tasks including representing the Commission in the legislative process, advising the Commission on its role as a California Environment Quality Act responsible agency, developing and managing regional and statewide transportation planning guidance and policies, and managing the approval of and providing support for innovative financing and procurement programs.

Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered.

Final Filing Date: 3/25/2016

Who May Apply

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applicants must meet any Minimum Qualifications stated in the Classification Specification(s).

How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application packets may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. When submitting your application in hard copy, a completed copy of the Application Packet listing must be

included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

Address for Mailing Application Packages

You may mail your application and any applicable or required documents to:

CA Transportation Commission
Attn:
C/O CA Dept of Transportation
P.O. Box 168036
Sacramento CA, 95816-8036

Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.jobs.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is optional. It may be included, but is not required.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Contact Information

The Human Resources Contact is available to answer questions regarding the application process. The Hiring Unit Contact is available to answer questions regarding the position.

- **Human Resources Contact:**
Szandra Keszthelyi
(916) 227-7838
Szandra.keszthelyi@dot.ca.gov
- **Hiring Unit Contact:**
Rosemary Mejia
(916) 653-2123
Rosemary.Mejia@dot.ca.gov
- Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO

Office.

EEO Contact:

EEO Office

(844) 869-5738

Ask.eeo@dot.ca.gov

- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

Information to be included on Application

If submitting an application by mail, please include the Job Control (JC-10171), PARF #93-6-019 and the title of the position you are applying for on the STD 678 application form. Please mail a hard copy of the application (and SOQ if necessary) to the following address:

Department of Transportation
Certification Services MS-86
P.O. Box 168036
Sacramento, CA 95816-8036

ATTN: Szandra Keszthelyi, Human Resources Contact

Electronic applications are recommended.