



California Transportation Commission

Deputy Director of Transportation Planning

POSITION TITLE:	DEPUTY DIRECTOR OF TRANSPORTATION PLANNING
CEA LEVEL:	CEA B
MONTHLY SALARY:	\$8,985 - \$10,703* <i>* Higher salary may be approved by CalHR</i>
LOCATION:	SACRAMENTO, CA
FINAL FILING DATE:	AUGUST 9, 2016

POSITION OVERVIEW:

The Deputy Director of Transportation Planning, under the general direction of the Executive Director and the Chief Deputy Director, is responsible for independently managing and developing recommendations for purposes of advising the Commission on statewide and regional transportation planning guidance, policies, and recommendations for mission driven programs. The Deputy Director of Transportation Planning represents the Commission in coordinating planning guidance to facilitate the ability of the State and regional agencies to meet the greenhouse gas (GHG) emissions reduction and other statewide goals related to safety, mobility, goods movement, housing, transportation, public health, freight, economy and air quality, among others, in transportation planning leading to transportation investments. The Deputy Director of Transportation Planning serves as a member of the Policy Staff and participates in high level policy and planning decisions for the Commission. All duties are performed in accordance with State and Commission policies and procedures.

ESSENTIAL FUNCTIONS:

- Develops policy on the preparation of regional transportation plans, the California Transportation Plan, the California Freight Mobility Plan, the Interregional Transportation Strategic Plan, the National Freight Network and Strategic Plan, the California Rail Plan, the California Aviation System Plan, and other plans.
- Ensures that state and regional transportation plan policy and guidelines promote consistency through an integrated, statewide approach to the transportation planning process and set forth a uniform transportation planning framework throughout the state.
- Works cooperatively with and solicits input from Caltrans, other state departments, Metropolitan Planning Organizations (MPO), Regional Transportation Planning Agencies, County Transportation

Commissions, local jurisdictions, transportation agencies, legislative staff, federal partners, and other interested parties when developing planning policies, guidelines, and recommendations.

- Independently analyzes and disseminates input provided by Caltrans and other State departments, regional agencies, local jurisdictions, transportation agencies, legislative staff and other interested parties.
- Presents recommended policies, guidelines and other matters at public hearings, Commission meetings and various other local and regional meetings and responds to issues raised, determines the validity of the issues, and revises policies, guidelines and other materials as appropriate.
- Monitors and advises the Commission on federal and state legislation that may impact transportation planning in California and/or the Commission's programs and planning guidance, providing recommendations to the Commission on potential legislative action.
- Requests and reviews reports developed by Caltrans and other entities which pertain to transportation planning issues and concerns that the Commission determines need special study. Formulates policy recommendations based on such reports.
- Assumes leadership role in advising on actions necessary to ensure Commission programs and processes are consistent with and integrate statewide safety, mobility, economic, sustainability, environment, land use/housing, and other goals and policies.
- Develops recommendations related to safety, mobility, air quality, public health, freight, economic and other goals in close coordination with Metropolitan Planning Organizations, Regional Transportation Planning Agencies, Caltrans, Air Resources Board, Department of Housing and Community Development, and other stakeholders for inclusion in guidelines adopted by the Commission.
- Advises the Commission, as a California Environmental Quality Act Responsible Agency, on environmental impacts, alternatives and mitigations of a project being considered for future funding.
- Develops policy recommendations in consultation with federal, state, local, and regional agencies to streamline the environmental process for timely delivery of both critical and routine transportation improvement projects.
- Oversees staff development of recommendations for Commission comments to Notices of Preparation, and Draft and Final Environmental Reports.
- Forms and leads an advisory committee to revise modeling guidance that includes representatives of the Metropolitan Planning Organizations, Regional Transportation Planning Agencies, Caltrans, Air Resources Board, and organizations knowledgeable in the creation and use of travel demand models, local governments, and organizations concerned with the impacts of transportation investments on communities and the environment.
- Coordinates with Caltrans to accomplish assigned responsibilities as specified in Government Code Section 14512.
- Serves as Commission liaison to a Commission Committee as appointed by the Commission or the Commission's Executive Director.
- Represents the Commission at public hearings and various meetings with federal, state, local government, special interest groups, legislative staff, non-profit organizations, private industry, other transportation stakeholders, and members of the media.

- Coordinates development and final preparation of the Commission's annual report to the Legislature. Includes contract administration for consultant services to prepare report publications.

DESIRABLE QUALIFICATIONS:

Desirable candidates will have knowledge of the following:

- Principles and methods of transportation systems management
- Transportation planning and urban and regional planning
- Environmental, air quality, and energy conservation analysis
- Transportation systems financing and allocation formulas
- Organization and policies of state transportation agencies
- Regional and local transportation planning organizations

KNOWLEDGE AND ABILITIES:

Applicants must demonstrate the ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

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
- Personnel management techniques
- The Commission's Equal Employment Opportunity (EEO) program objectives
- A manager's role in the EEO program

ABILITY TO:

- Plan, organize, and direct the work of multi-disciplinary professional and administrative staff
- Analyze and develop recommendations on transportation planning, administrative policies, organization, procedures, and practices
- Integrate the activities of a diverse program to attain common goals
- Gain the confidence and support of executives with federal, state, regional, local government, and the private sector for purpose of providing information, advice and recommendations on a wide range of financial, legislative and administrative matters
- Develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches
- Analyze complex problems and recommend effective courses of action

- Prepare, review and publically present recommendations, reports and other information
- Effectively contribute to the Commission's EEO objectives

MINIMUM QUALIFICATIONS:

Applicants must possess the knowledge and abilities, and any other requirements, described in this bulletin.

Note: Eligibility to take a CEA examination does not require current permanent status in Civil Service.

EXAMINATION INFORMATION:

All interested applicants must file a standard State application, resume, and a Statement of Qualifications. The information provided in the Statement of Qualifications will serve as an objective record of each candidate's background and experience and will facilitate discussion of the candidate's qualifications during the examination process. It will also serve as documentation of each candidate's ability to present information clearly and concisely in writing as this is a critical factor to successful job performance as the Deputy Director of Transportation Planning. **Applications received without the required standard State application, resume and Statement of Qualifications will be disqualified.**

A Selection Committee will screen applications, resumes, and Statements of Qualifications based on the identified essential functions, minimum qualifications, the desirable qualifications for the position, and the competitive value of each candidate's relative knowledge, abilities, and experience. Only the most qualified candidates will be scheduled for an interview; if interviews are deemed necessary by the Selection Committee.

The results of this examination will be used solely to fill the position of **Deputy Director of Transportation Planning** of the California Transportation Commission.

STATEMENT OF QUALIFICATIONS:

Applicants who meet the qualifications specified must submit a standard State application (STD. 678), a resume, **AND** a Statement of Qualifications providing specific information on his/her background, knowledge and abilities, which demonstrate the applicant meets the qualifications and the criteria below. Responses must be typewritten or generated by computer on 8.5" by 11" paper with a minimum font size of 10. The Statement of Qualifications **must not exceed** two (2) pages in length.

Please submit a Statement of Qualifications which includes a demonstration, by the applicant, of the following:

1. Knowledge and experience in strategic planning and demonstrated understanding of organizational and transportation system performance measures.
2. Knowledge of state and federal regulations that apply to and impact the work of the Commission and the Commission's mission, goals, programs, and policies.

3. Demonstrated ability to supervise a multi-disciplinary professional staff; participate in public forums; represent the Commission and serve in a consulting and coordinating capacity with other transportation agencies statewide.
4. Demonstrated ability to develop and implement organizational improvements or innovations.
5. Demonstrated ability to effectively apply logic and creativity in decision-making processes.
6. Demonstrated ability to successfully apply motivational and negotiating skills.
7. Demonstrated ability to present policy issues before the legislature, local government, State Boards and Commissions, various control agencies, stakeholders and/or the public.

FILING INSTRUCTIONS:

All interested applicants must submit:

- A completed standard original State application (Form 678).
- A Statement of Qualifications. The Statement of Qualifications must be responsive and must not exceed two (2) pages in length.
- Resume must not exceed two (2) pages in length.

Submit standard State application (STD. 678), resume and Statement of Qualifications to:

California Transportation Commission
Attention: Kristina Assouri, LL.M. (16CEA12)
Chief Deputy Director
1120 N Street – MS 52
Sacramento, CA 95814

Applications must be postmarked by the final filing date. Unless postmarked by the final filing date, applications will NOT be accepted after the final filing date.

Questions regarding this examination should be directed to Ashley Worley at (916) 227-1828.

GENERAL INFORMATION:

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of 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 Commission 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.

The California Transportation Commission strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. 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 because the use of illegal drugs is inconsistent with the law of the State, the rules

governing civil service, and this special trust placed in public servants. TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857.