

**SUPERVISING TRANSPORTATION PLANNER  
DEPARTMENTAL PROMOTIONAL EXAMINATION  
SPOT: SACRAMENTO**

**STATE OF CALIFORNIA  
CALIFORNIA TRANSPORTATION COMMISSION**



**SALARY RANGE: \$6,915.00 – \$7,852.00  
FINAL FILING DATE: May 20, 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 a Promotional Spot: Sacramento examination for the **CALIFORNIA TRANSPORTATION COMMISSION**.

1. Applicants must have a permanent civil service appointment without a break in service, with the **CALIFORNIA TRANSPORTATION COMMISSION** by the final filing date; **or**
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; **or**
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; **or**
4. 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 §18991. **Veterans must provide a copy of their DD214 for entrance requirements.**

For applicants under items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select **one** department in which to compete. Refer to the General Information, Promotional Examinations Only section of this bulletin for other eligibility requirements.

**NOTE: Please indicate the basis of your eligibility (1, 2, 3, or 4) in Explanations section on your application.**

**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 (Form 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: ERICA ROTHENBERG  
MAILING ADDRESS: P.O. BOX 989052  
WEST SACRAMENTO, CA 95798-9052**

**STREET ADDRESS: 707 3RD STREET, 7<sup>TH</sup> 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, **Erica Rothenberg, Exam Analyst at (916) 376-5454.**

**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**  
One year of experience in the California state service performing transportation planning or transportation management duties in a class comparable in level of responsibility to Senior Transportation Planner.

**Or II**  
Experience: Five years of responsible experience conducting difficult and complex transportation planning or research projects. One year must have been comparable in level of responsibility to work performed by a Senior Transportation Planner in the California state service

**And**  
Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

**DESIRABLE  
QUALIFICATIONS**

Awareness and sensitivity to social, economic, and environmental conditions which affect transportation planning; ability to delegate responsibility to others; ability to inspire the confidence of others; ability to further the recognition of the Department as a multimodal transportation organization.

**THE POSITION**

This is the program manager level. Under general direction, plans, organizes, and directs a major transportation and/or environmental or research and development program. Provides direction on implementation of policies related to transportation and/or environmental planning. Positions exist in Sacramento.

**SEE REVERSE FOR ADDITIONAL INFORMATION**

**SUPERVISING TRANSPORTATION PLANNER**

**JX72/4725**

**FINAL FILING DATE: 05/20/2015**

DEPARTMENT OF GENERAL SERVICES ❖ OFFICE OF HUMAN RESOURCES  
MAILING ADDRESS: P.O. BOX 989052 ❖ WEST SACRAMENTO, CA 95798-9052 ❖ (916) 376-5400  
STREET ADDRESS: 707 THIRD STREET, 7<sup>TH</sup> 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

EXAMINATION  
INFORMATION

## QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

This examination will consist of a Qualifications Appraisal 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 the interviews will be held during June, 2015 in Sacramento only.

**Special Note:**

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from this class specification. For this reason, it is especially important that each competitor take special care in filling out his or her application accurately and completely. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

## SCOPE

Candidates should be prepared to answer questions related to the following areas (please see Knowledge and Abilities below):

## A. Knowledge of:

1. The planning process and general practices of transportation planning.
2. Research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues.
3. Effective public participation techniques.
4. The Department's mission, organization, policies, and procedures.
5. Federal and State laws and regulations.
6. Concepts and terminology relating to transportation planning.
7. Sources of funding transportation programs.
8. The Department's budgeting process.
9. The Department's Equal Employment Opportunity objectives.
10. Principles and techniques of selecting outside consultants.
11. Principles and techniques of effective supervision and personnel management.
12. A supervisor's role in safety, health, labor relations and the Department's Equal Employment Opportunity and the processes available to meet these program objectives.
13. Purposes, organization, and policies of Federal, State, regional, and local transportation agencies.
14. Program goals and objectives of the Department of Transportation.

## B. Ability to:

1. Gather, compile, analyze, and interpret data.
2. Reason basically and creatively.
3. Develop formats to present and display data.
4. Use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems.
5. Develop and evaluate alternatives.
6. Present ideas effectively orally and in writing.
7. Work effectively with others as an interdisciplinary team member.
8. Establish and maintain effective and cooperative working relationships with those contacted during the course of the work.
9. Conduct studies related to State transportation planning.
10. Analyze problems and develop appropriate solutions.
11. Recommend effective courses of action.
12. Evaluate general planning proposals.
13. Work independently on complex planning projects.
14. Organize and direct the work of a staff engaged in a variety of planning activities.
15. Evaluate and monitor the work of consultants.
16. Communicate effectively with other agencies, the public, and the media.
17. Effectively contribute to the Department's safety, health, labor relations, and Equal Employment Opportunity objectives.
18. Provide direction of the analysis of transportation and environmental planning studies.

ELIGIBLE LIST  
INFORMATION

A departmental promotional 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 Credit is not granted in promotional examinations.

## CAREER CREDITS

Career credits do not apply.

## 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 State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://www.spb.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.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. In addition, Government Code Sections 18990, 18991 and 18992 permit certain applicants to participate in civil service promotional exams. These codes and rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**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.

**High School Equivalence:** Equivalent to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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**STREET ADDRESS: 707 Third Street, 7<sup>TH</sup> Floor   ⊕   West Sacramento, CA 95605**

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.  
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From TDD phones 1-800-735-2929   ⊕   Voice 1-800-735-2922