NOTICE OF CORRECTION

EXAMINATION TITLE: **ASSISTANT EXECUTIVE DIRECTOR, CTC**
EXAM BASE: **OPEN EXAM**
LOCATION: **SACRAMENTO**
FINAL FILE DATE: **(PRIOR DATE) MAY 17, 2013**

The following changes have been made to this exam:

- The final filing date for this exam **has been extended to MAY 24, 2013.**

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
SELECTION UNIT
P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

OR

707 THIRD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605
(916) 376-5400

California Relay
Telephone Service for the Deaf/Hearing Impaired:
From TDD 1-800-735-2929
From Voice 1-800-735-2922

CALIFORNIA STATE GOVERNMENT EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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

STATE OF CALIFORNIA
CALIFORNIA TRANSPORTATION COMMISSION

SALARY RANGE: $7453-$8217
FINAL FILING DATE: MAY 17, 2013

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. 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 (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: DOLORES BALLEJOS
MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 THIRD 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, **Dolores Ballejos**, Exam Analyst at **(916) 376-5444.**

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 related fields. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

SEE REVERSE FOR ADDITIONAL INFORMATION

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STREET ADDRESS: 707 THIRD STREET, 7TH FLOOR ❖ WEST SACRAMENTO, CA 95805
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EXAM TITLE: ASSISTANT EXECUTIVE DIRECTOR, CTC DB: 04/29/13

THE POSITION

The Assistant Executive Director, California Transportation Commission, under the administrative direction of the Executive Director, works with the Governor's Transportation Commission; formulates policies and programs for the State's multi-modal transportation system; recommends to the Commission an annual report to the Legislature and a State Transportation Improvement Program; evaluates in the CALTrans budget for the Legislature, represents the Commission in the legislative process to provide liaison with Federal, State, regional, and local agencies; and does other related work. The position is located in Sacramento.

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 / July 2013 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

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the will be on measuring competitively, relative to job demands, each competitor's:

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 Credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

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.

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.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her efforts toward self-development.

Veterans' Preference: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available from the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalent to completion of the 12th 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, 7TH 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