

# CEA



## CAREER EXECUTIVE ASSIGNMENT

The State of California 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. TTY users can contact the California Relay Services line by dialing 711.

### **EXAMINATION ANNOUNCEMENT**

**DEPARTMENT:** TRANSPORTATION

**POSITION TITLE:** ASSISTANT DIRECTOR, OFFICE OF BUSINESS AND ECONOMIC OPPORTUNITY

**LEVEL:** CEA A  
(Salary Range \$6,453 to \$9,277)

**LOCATION:** HEADQUARTERS – SACRAMENTO

**BULLETIN RELEASE DATE:** JUNE 7, 2016

**FINAL FILING DATE:** JUNE 28, 2016

**CEA NUMBER:** 16CEA04

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the Director/Chief Deputy Director, the incumbent is responsible for all activities relating to the Business and Economic Opportunity Program for the California Department of Transportation (Caltrans). This includes the administration of departmental policies relating to the Disadvantaged Business Enterprise (DBE), Americans with Disabilities Act (ADA) and External Equal Employment Opportunity (EEO) programs. These programs include Supportive Services, Certification, Reconsiderations, Title VI, Contract Compliance, and Contract Evaluations.

Responsibilities include:

- Develops strategic plans relative to the Business and Economic Opportunity Program in Caltrans.
- Develops and implements policies for all Title VI related State and federal laws, executive orders, assurances and agreements between Caltrans and others.

- Provides policy direction in working with external DBEs, Small Businesses (SB), Disabled Veterans-Owned Business Enterprises (DVBE), and other governmental agencies.
- Develops strong working relationships with community, professional and trade organizations.
- Develops partnerships with the Associated General Contractors (AGC), Engineering and Utilities Contractors Association (EUCA), Southern California Contractors Association (SCCA) and American Council of Engineering Companies (ACEC), to promote their participation in the DBE program.
- Develops and implements the policies for DBE/DVBE goals.
- Develops and implements policies for projects funded by the Federal Highway Administration, the Federal Transit Authority and Caltrans' Federal Title VI Compliance Program.
- Develops and maintains partnerships with over 600 Local Agencies.
- Represents the Director at meetings of the Caltrans' Small Business Council that includes representatives from the Department of General Services, the Governor's Office of Economic Development, and local government agencies, DBEs, DVBEs, SBs and other representatives of the business community.
- Develops and implements policies for Caltrans' ADA requirements.
- Advises the Director/Chief Deputy Director on the full range of complex issues related to Business and Economic Opportunities Programs.
- Serves as the departmental DBE Liaison Office, Title VI Officer, and the SB and DVBE Advocate.

## 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.

## KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most 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; Caltrans or California State Transportation Agency's (CalSTA) EEO Program objectives; and a manager's role in the EEO Program.

**Ability to:** plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of

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 and review reports; and effectively contribute to Caltrans or CalSTA's EEO objectives.

These abilities and knowledge are expected to be obtained from broad administration or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

## EXAMINATION INFORMATION

The examination will consist of a review of each candidate's application and Statement of Qualifications. The knowledge and abilities and any other requirements identified in this bulletin and listed in the Statement of Qualifications will be used as evaluation criteria to score applications. Therefore, it is critical that each applicant include specific information on how his/her background and knowledge and abilities qualify them for this position.

A passing score of 70% or higher must be obtained to establish eligibility. Hiring interviews will be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA A, Assistant Director, Office of Business and Economic Opportunity** with Caltrans. Applications will be retained for twelve months.

## DESIRABLE QUALIFICATIONS

- Applicants should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.
- Knowledge of regulations contained in Code of Federal Regulations (49 CFR, Part 26).
- Ability to reason logically and creatively.
- Ability to develop and maintain a level of professional integrity to ensure that the best interests of Caltrans and the program are served.
- Ability to work well with the public sector.

## STATEMENT OF QUALIFICATIONS

The Statement of Qualifications is a discussion of how an applicant's education, training, experience, and skills meet the criteria below and qualify them for the position. The statement must be no more than two (2) pages in length.

Please submit a Statement of Qualifications which includes the following information:

1. Demonstrated knowledge of the major transportation-related programs of Caltrans and how the Business and Economic Opportunity program functions within these programs.
2. Demonstrated knowledge of the principles and current trends of public and business administration as they relate to resources and personnel management practices, program evaluation, and the State and federal legislative processes.

3. Demonstrated knowledge of Caltrans formal goals and objectives, and Caltrans' EEO Program objectives.
4. Demonstrated knowledge of principles and practices of employee supervision, development and training.
5. Demonstrated ability to utilize a variety of managerial techniques to resolve complex problems.
6. Demonstrated ability to present recommendations and information through oral and written communication methods.
7. Demonstrated ability to review and edit written reports, as well as develop complicated written letters and reports on a variety of issues.
8. Demonstrated ability to be an advisor to Caltrans management and other program managers and act on their behalf on a variety of issues involving the DBE program, external EEO program, and small and disabled veteran business participation, and the ADA program.
9. Demonstrated ability to establish and maintain strategic program goals and objectives.

<b>FILING INSTRUCTIONS</b>
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All interested applicants must submit:

- A completed standard original State application (Form 678).
- A Statement of Qualifications. The statement must be no more than two (2) pages in length.
- Resumes are optional and DO NOT take the place of the Statement of Qualifications.

<b>APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.</b>
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The application and Statement of Qualifications are to be submitted to:

California Department of Transportation  
Division of Human Resources  
Attn: Leslie Mazzeo (16CEA04)  
1727 – 30<sup>th</sup> Street, MS #90  
Sacramento, CA 95816-8037

Application and Statement of Qualifications must be received or postmarked by 5:00 p.m. on June 28, 2016. Interagency mail received after this date will not be accepted.

Questions regarding this examination should be directed to: Leslie Mazzeo at (916) 227-4176.

## GENERAL INFORMATION

If you meet the requirements stated in this bulletin, 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 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 Department of Transportation 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.

## SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the State application (Form 678). You will be contacted to make specific arrangements.