



## TRANSPORTATION SURVEYOR PARTY CHIEF (CALTRANS)

### Departmental Open Non-Promotional

Exam Code: 4TR41

Department:	Caltrans
Bulletin Release Date:	05/02/2016
Cut-off Date:	Continuous – Quarterly
Salary:	\$8,012.00 to \$10,026.00

#### INTRODUCTION

Caltrans is pleased to announce the posting of the **Transportation Surveyor Party Chief (Caltrans)** examination. Employment from this examination will be offered in all Districts and Sacramento County.

#### EQUAL EMPLOYMENT OPPORTUNITY

Caltrans is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

#### DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as 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.

## WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination. Once you have list eligibility, you may not reapply for twelve (12) months from your eligibility date. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Candidates that are unsuccessful in the exam must wait six (6) months from the testing date before reapplying to take the exam.

## FILING INSTRUCTIONS

Candidates are required to submit: 1) [Standard State Application \(STD 678\)](#), 2) [Training and Experience Evaluation](#) along with 3) a copy of valid California Land Surveyors' License. (A Certificate of Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors prior to January 1, 1982 satisfies this requirement).

Applications (STD 678) must be received or postmarked no later than the cut-off date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked after the cut-off date, personally delivered, or received via interoffice mail after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

### \*FILE BY MAIL:

Caltrans  
Exam Services (MS 86)  
P.O. Box 168036  
Sacramento, CA 95816-8036

### \*FILE IN PERSON:

Caltrans  
Exam Services (MS 86)  
1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor  
Sacramento, CA 95816

**\*Candidates are responsible for obtaining proof of mailing or submission of their application to Exam Services.**

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

## POSITION STATEMENT

This is the first professional qualified supervisory level requiring licensing as a land surveyor. As a survey party chief over field crews, incumbents are assigned administrative supervision of professional and technical staff. Incumbents also perform a wide variety of difficult and complex professional surveying work and exercise independent professional judgment in responsible charge assignments.

## ELIGIBLE LIST INFORMATION

An Open, Non-promotional statewide eligible list will be established for Caltrans in all Districts and Sacramento County. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor's eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination at the time the application is submitted. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

**NOTE:** 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 II," "or III," etc. For example, candidates who possess 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 requirements.

## MINIMUM QUALIFICATIONS

Possession of a valid California Land Surveyors' License. (A Certificate of Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors prior to January 1, 1982 satisfies this requirement.) **AND**

### Either I

One year of experience in the California state service performing duties comparable to a Transportation Surveyor (Caltrans), Range D.

## OR II

Two years of experience in the California state service performing duties equivalent to a Transportation Surveyor (Caltrans), Range C.

## OR III

Two years of field or office experience performing duties equivalent to a Transportation Surveyor (Caltrans), Range D.

## OR IV

Three years of field or office experience performing duties equivalent to a Transportation Surveyor (Caltrans), Range A, B, or C.

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the exam:

<http://calhr.ca.gov/state-hr-professionals/pages/3029.aspx>

## EXAMINATION INFORMATION

This examination will consist of a Training and Experience Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained. Click [HERE](#) for the Training and Experience Evaluation.

Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant.

## KNOWLEDGE AND ABILITIES

### Knowledge of:

1. Fundamental mathematics and basic science as applied to surveying
2. Methods of precise survey measuring
3. Use and adjustment of precision surveying instruments
4. Procedures, equipment, and materials used in surveying, including conventional and state-of-the-art
5. Mapping and drafting techniques
6. Mathematics and procedures used in plane and geodetic surveying
7. Computer applications and usage
8. The California Coordinate System
9. Code of Safe Surveying Practices
10. Principles and practices of boundary determination, land title research, and surveying
11. Legal descriptions of real property
12. Methods and terminology used in searching for land titles and factors involved in determining ownership of property
13. Monumentation of facilities
14. The Land Surveyors' Act

15. The Subdivision Map Act
16. Planning, design, construction, and right of way procedures and policies as they relate to surveys
17. Departmental plans, standards, policies, and procedures for planning design, right of way, and construction as they relate to surveys
18. Methods, equipment, and materials used in surveying and mapping of State facilities
19. Computers and state-of-the-art surveying and related equipment
20. Principles of effective communication
21. Principles of effective personnel management and supervision
22. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment
23. Departmental guides, manuals, and other publications related to land survey and right of way engineering activities for highway/transportation projects

**Ability to:**

1. Perform complex field and office surveying work
2. Make precise survey measurements
3. Interpret legal descriptions of real property
4. Make and interpret difficult survey calculations
5. Apply and utilize the principles of the California Coordinate System
6. Research, analyze, check, and adjust survey data
7. Research and compile evidence and documentation for boundary determination
8. Assist in planning, directing, and coordinating the work of a group of survey or right of way engineering personnel
9. Analyze situations accurately and take effective action
10. Prepare clear and concise reports and correspondence
11. Operate precise surveying instruments (conventional and state-of-the-art)
12. Establish and maintain friendly, business-like relations with those contacted in the course of the work
13. Communicate effectively
14. Supervise the work of surveyors
15. Plan and direct the work of a survey party
16. Make necessary corrections and/or revisions to construction plans, under the direction of the Senior Transportation Surveyor, when required to meet field conditions and/or comply with policies and standards
17. Plan and direct the work of staff engaged in field survey work and in the resolution of legal property descriptions
18. Prepare clear and comprehensive reports and technical correspondence
19. Review the work of others for compliance with legal requirements, policies, and specifications
20. Analyze situations accurately, reason logically, and adopt an effective course of action
21. Effectively promote Equal Employment Opportunity (EEO) in employment and maintain a work environment that is free from discrimination and harassment

## VETERANS' PREFERENCE

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

## CAREER CREDITS

Career Credits will be granted in this examination.

## CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 227-6858.

## GENERAL INFORMATION

**Applications are available** at <https://jobs.ca.gov/pdf/std678.pdf>, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and the testing department on this job bulletin.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination 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 testing department** 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 laws and rules and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the 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 examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide 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 in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference:** Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR Form 1093) which is available at <https://www.jobs.ca.gov/Public/Jobs/Veterans.aspx> or from the CalHR, 1515 "S" Street, Sacramento, CA 95811 and the Department of Veterans Affairs.

**Career Credits:** In Open, Non-promotional examinations, Career Credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of

the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

**TTY** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*