



California Transportation Commission

Supervising Transportation Planner

Department:	California Transportation Commission
Bulletin Release Date:	2/2/2016
Final Filing Date:	2/16/2016
Monthly Salary:	\$7,088.00 to \$8,048.00
Exam Type:	Departmental Open (SPOT)
Location(s):	Sacramento County
Exam ID:	6TR13

INTRODUCTION

The California Transportation Commission is pleased to announce the posting of the **Supervising Transportation Planner** examination. Employment from this examination will only be offered in Sacramento County.

EQUAL EMPLOYMENT OPPORTUNITY

The State of California 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 taken the examination, you may not reapply for twelve (12)

months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Applications (STD 678) must be received or postmarked no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. 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 30th Street, 1st 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.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION STATEMENT

Transportation Planners plan, develop, administer, evaluate, and monitor transportation plans, programs, and projects; prepare system plans of transportation facilities and services including highways, aviation, public transportation, and nonmotorized facilities; perform transportation studies for the development of transportation systems of all modes; participate in policy development and implementation; analyze proposed policies from other government agencies; develop and analyze legislation related to transportation; propose, perform, and evaluate transportation planning research; monitor and certify the regional transportation planning process for conformance with State and Federal requirements; provide Transportation Planning expertise to Federal, State, regional, local agencies, and transit operators to carry out the transportation planning process; develop, administer, and monitor consultant contracts and grant programs; promote and support alternative modes of transportation including public transportation and ridesharing; perform program management function of the State Transportation Improvement Program; participate as a departmental representative on transportation planning issues

at inter-or intradepartmental meetings and public or private meetings and hearings; and do other related work.

Supervising Transportation Planner is the program manager level. Under general direction, the incumbent plans, organizes, and directs a major transportation and/or environmental or research and development program. Further, the incumbent provides direction on implementation of policies related to transportation and/or environmental planning.

ELIGIBLE LIST INFORMATION

A Departmental Open eligible list will be established for Sacramento County. The 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.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing date. 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

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.)

EXAMINATION INFORMATION

It is anticipated that this examination will consist of a **Qualifications Appraisal Panel Interview (QAP)**, or a **Modified Qualification Appraisal Panel (ModQAP)**, weighted 100%. The QAP process involves candidates providing oral responses in front of a panel to pre-determined job-related questions. The ModQAP process involves candidates using a computer to type their responses. It is anticipated that examination process will be held during **March 2016** in Sacramento.

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 examination will be disqualified from the examination process.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Minimum Qualifications" 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 "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

EXAMINATION SCOPE

Candidates should be prepared to answer questions related to the following areas:

Knowledge of:

1. In-depth knowledge of the planning process and general practices of transportation planning.
2. Comprehensive knowledge of 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. Advanced knowledge of effective public participation techniques and requirements.
4. Advanced knowledge of the California Transportation Commission's mission, organization, policies and procedures.
5. In-depth knowledge of transportation, environmental and/or land use Federal, State and local laws and regulations.
6. Comprehensive knowledge of concepts and terminology relative to transportation planning.
7. Comprehensive knowledge of sources of funding transportation planning programs.

8. General knowledge of the California Transportation Commission's budgeting process.
9. Comprehensive knowledge of the California Transportation Commission's Equal Employment Opportunity (EEO) objectives.
10. In-depth knowledge of the principles and techniques of selecting outside consultants.
11. Comprehensive knowledge of the principles and techniques of effective supervision and personnel management.
12. Comprehensive knowledge of a supervisor's role in safety, health, labor relations, and the California Transportation Commission's Equal Employment Opportunity (EEO) objectives and the processes available to meet these program objectives.
13. Advanced knowledge of purposes, organization and policies of Federal, State, regional, and local transportation agencies.
14. General knowledge of program goals and objectives of the California Transportation Commission.

Ability to:

1. Advanced ability to gather, compile, analyze, and interpret data.
2. Advanced ability to reason basically and creatively.
3. General ability to develop formats to present and display data.
4. Advanced ability to use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems.
5. Advanced ability to develop and evaluate alternatives.
6. In-depth ability to present ideas effectively orally and in writing.
7. Advanced ability to work effectively with others as an interdisciplinary team member.
8. Advanced ability to establish and maintain effective and cooperative working relationships with those contacted during the course of the work.
9. Comprehensive ability to conduct studies related to State transportation planning.
10. In-depth ability to analyze problems and develop appropriate solutions.
11. Advanced ability to recommend effective courses of action.
12. General ability to evaluate general planning proposals.
13. General ability to work independently on complex planning projects.
14. Comprehensive ability to organize and direct the work of a staff engaged in a variety of planning activities.
15. General ability to evaluate and monitor the work of consultants.
16. Advanced ability to communicate effectively with other agencies, the public, and the media.
17. Comprehensive ability to effectively contribute to the California Transportation Commission's safety, health, labor relations, and Equal Employment Opportunity (EEO) program objectives.
18. Comprehensive ability to provide direction of the analysis of transportation and environmental planning studies.

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 not be added to the final scores of this examination.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 227-7890.

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the testing department three days prior to the written test date if he/she has not received his/her notice to appear.

For an examination without a written feature, it is the candidate's responsibility to contact the testing department three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of examination fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

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. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at <https://jobs.ca.gov/Profile/StateApplication>, 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.

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 the California Department of Transportation, 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.