



CALTRANS REGIONAL ADMINISTRATIVE OFFICER

Departmental Open, Non-Promotional

EXAM ID: 6TR34

Department(s):	Caltrans
Bulletin Release Date:	June 29, 2016
Final Filing Date:	July 20, 2016
Month Salary:	\$3,353.00 to \$4,140.00

INTRODUCTION

Caltrans is pleased to announce the posting of the **Caltrans Regional Administrative Officer** examination. Employment from this examination may be offered in Marysville (District 3), Oakland (District 4), Fresno (District 6), Los Angeles (District 7), Bishop (District 9), Stockton (District 10), and Irvine (District 12).

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 on this announcement may apply for this examination.

FILING INSTRUCTIONS

Candidates are required to submit: 1) [Standard State Application](#) (STD.678) and 2) [Supplemental Application](#).

Applications (STD 678) and Supplemental Applications 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
Examination Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

***FILE IN PERSON:**

CALTRANS
Examination Services
1727 30th Street, 1st Floor
Sacramento, CA 95816

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

POSITION STATEMENT

Under general direction, incumbents assist a Caltrans Maintenance Manager I or II, in a Maintenance Region of California Department of Transportation (Caltrans), with his/her work. Incumbents are responsible for planning, organizing, directing, and supervising the administrative services performed in a Caltrans Maintenance Region. Incumbents, acting as an expert resource to a Maintenance Region's Caltrans Maintenance Manager, provide technical expertise on the Region's administrative support activities including record keeping and fiscal monitoring for program control.

ELIGIBLE LIST INFORMATION

A Departmental Open, Non-Promotional eligible list will be established for Caltrans in Districts 3, 4, 6, 7, 9,10, and 12. 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.

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, and the duties performed. 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

Experience: In the California state service, two years of experience performing the duties of an Office Technician (General) in the Caltrans Maintenance Program.

And

Education: Completion of the equivalent of 12 semester units or equivalent quarter units in college courses in public or business administration, accounting, statistics, or a closely related field. (One year of additional qualifying experience may be substituted for the required education.)

Or II

Experience: Three years of experience in timekeeping, cost record keeping, or financial record keeping for an organization whose business includes maintenance of roadways, structures and appurtenances; or storekeeping or inventory record keeping for materials and equipment for maintenance work. [Experience in the California state service applied toward this requirement must include at least two years in a class with level of responsibility not less than Office Technician (General).]

And

Education: Completion of the equivalent of 12 semester units or equivalent quarter units in college courses in public or business administration, accounting, statistics, or a closely related field. (One year of additional qualifying experience may be substituted for the required education.)

Please click on the link below to review the official California State Personnel Board class specification:

<http://www.calhr.ca.gov/state-hr-professionals/pages/8645.aspx>

EXAMINATION INFORMATION

This examination will consist of a Supplemental Application weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Please click here to access the [Supplemental Application Questionnaire](#).

KNOWLEDGE AND ABILITIES

Knowledge of:

1. General business practices and methods with special reference to record keeping including fiscal records
2. General purchasing methods, controls, and procedures
3. Basic personnel and human resource procedures and employer-employee relations
4. Current office methods and equipment
5. Principles of effective supervision and training
6. A supervisor's role in the Department's Equal Employment Opportunity Program
7. Applications of Integrated Maintenance Management System (IMMS), Staff Central, Enterprise Resource Planning Financial Infra-Structure (EFIS), Learning Management System (LMS), Concur, Mars Software, Outlook, and other software programs
8. Laws, rules, and regulations governing administrative practices in State service
9. Principles of accident prevention and safety practices
10. Bargaining unit contracts

Ability to:

1. Organize, coordinate, and accomplish a variety of business support functions
2. Coordinate and accomplish office support activities
3. Apply record-keeping methods to attendance record preparation and documentation, equipment, materials, and cost records
4. Learn radio/dispatch operating techniques
5. Operate office equipment such as typewriters, adding machines, calculators, facsimile machines, printers, telephones, and office computers
6. Gather, organize, and summarize data
7. Prepare and comprehensive reports
8. Prepare correspondence independently
9. Analyze situations accurately and adopt an effective course of action
10. Independently complete a variety of assignments
11. Supervise the work of others
12. Work effectively with internal and external stakeholders

SPECIAL PERSONAL CHARACTERISTICS

1. Ability to establish and maintain cooperative relations with those contacted in the course of work
2. Organizational skills
3. Willingness and ability to accept increasing responsibility
4. Initiative
5. Resourcefulness
6. Adaptable to change

ADDITIONAL DESIRABLE QUALIFICATIONS

Familiarity with automated systems.

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 added to the final score of this examination.

CONTACT INFORMATION

For more information regarding this exam, please contact the examination analyst at (916) 227-6854.

GENERAL INFORMATION

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.

Applications are available at <https://www.jobs.ca.gov/pdf/std678.pdf>, California Department of Human Resources (CalHR) offices, and local offices of the Employment Development Department.

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.

Caltrans 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.

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://jobs.ca.gov/Public/Jobs/Veterans.aspx>, the CalHR, and the Department of Veterans Affairs.

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 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.