

**CALTRANS
OFFICE OF EXAMINATIONS
CALTRANS REGIONAL ADMINISTRATIVE OFFICER– 6TR34
SUPPLEMENTAL APPLICATION QUESTIONNAIRE**

The **CALTRANS REGIONAL ADMINISTRATIVE OFFICER** examination is being given on an **Open, Non-Promotional** basis.

This questionnaire is your entire examination and is designed to elicit a range of specific information regarding each candidate’s knowledge, abilities, and experience to effectively perform the duties relative to the classification(s). Candidates are responsible for reading all of the material provided prior to completing this questionnaire. Responses will be evaluated using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Please answer questions completely since incomplete responses and omitted information cannot be considered and/or assumed. *Resumes, letters of reference, and other materials **will not be evaluated or considered*** as responses to items in the Supplemental Application Questionnaire. **(NOTE:** Failure to meet the minimum qualifications and/or to complete this questionnaire accurately will result in elimination from this examination.) *Candidates who fail to follow the instructions and/or **who solicit input or assistance from others to complete this questionnaire** will be eliminated from the examination.*

IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS SUPPLEMENTAL APPLICATION QUESTIONNAIRE FOR YOUR RECORDS. Caltrans will NOT provide you a copy of your supplemental application questionnaire.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided by me (without assistance from others) on this Supplemental Application Questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment, and may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

SIGNATURE: _____ **DATE:** _____

NAME (PRINT): _____

EXAMINATION TITLE: CALTRANS REGIONAL ADMINISTRATIVE OFFICER

The completed Supplemental Application Questionnaire can be mailed and/or personally hand delivered to:

Mail in Person:
Caltrans
Examination Services (MS)
P.O. Box 168036
Sacramento, CA 95816-8036

File in person:
Caltrans
Examination Services
1727 30th Street, 1st Floor
Sacramento, CA 95816

Failure to submit your Supplemental Application Questionnaire by July 20, 2016 will result in elimination from the examination process.



STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION



CONDITIONS OF EMPLOYMENT

Division of Human Resources – Exam and Recruitment Services
 PM-EX-0631 (Rev. 01/2015)

EXAMINATION TITLE CALTRANS REGIONAL ADMINISTRATIVE OFFICER	
EXAMINATION CODE 6TR34	DATE
CANDIDATE NAME – (PLEASE PRINT – (Last Name, First Name, Middle Initial)	

PLEASE CHECK THE BOX NEXT TO THE DISTRICT(S) WHERE YOU WISH TO WORK.

DISTRICT 3 – MARYSVILLE

DISTRICT 4 – OAKLAND

DISTRICT 6 – FRESNO

DISTRICT 7 – LOS ANGELES

DISTRICT 9 – BISHOP

DISTRICT 10– STOCKTON

DSITRICT 12 – IRVINE

PLEASE CHECK ONE BOX ONLY NEXT TO THE TYPE OF APPOINTMENT YOU WILL ACCEPT.

A11 PERMANENT OR TEMPORARY – FULL TIME, PART TIME, OR INTERMITTENT

C55 PERMANENT OR TEMPORARY – FULL TIME ONLY

M44 PERMANENT OR TEMPORARY – PART TIME OR INTERMITTENT ONLY

D58 PERMANENT ONLY – FULL TIME ONLY

K85 TEMPORARY ONLY – FULL TIME ONLY

R41 PERMANENT – PART TIME OR INTERMITTENT OR TEMPORARY – FULL TIME, PART TIME, OR INTERMITTENT

Privacy Statement
 Please notify the Caltrans promptly of any changes in your address or availability for employment.

**CALTRANS REGIONAL ADMINISTRATIVE OFFICER
Supplemental Application Questionnaire**

Name: _____

Date: _____

PART I - EMPLOYMENT HISTORY

Instructions: Please describe your work experience as it relates to the **CALTRANS REGIONAL ADMINISTRATIVE OFFICER** position. Begin with your most recent position. The *EXPERIENCE CODE* will be used in Part II to identify where you worked. You may include additional pages if necessary.

EXPERIENCE CODE A

Company / State Agency: _____ Job Title: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE B

Company / State Agency: _____ Job Title: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE C

Company / State Agency: _____ Job Title: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE D

Company / State Agency: _____ Job Title: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

CALTRANS REGIONAL ADMINISTRATIVE OFFICER Supplemental Application Questionnaire

PART II - WORK EXPERIENCE

INSTRUCTIONS

Step 1: In the *Experience Code* column, use the codes from PART I of this questionnaire to indicate where you performed the activity and/or acquired the task or knowledge. You may list more than one code per item, if applicable.

Step 2: For each item listed on pages 5 - 8, place an "X" in the column(s) that most accurately represents the Level of Experience you have AND the Amount of Time your experience represents.

SAMPLE

CALTRANS REGIONAL ADMINISTRATIVE OFFICER Supplemental Application Questionnaire

PART II-WORK EXPERIENCE

AMOUNT OF TIME

Level of Experience: In the *Experience Code* column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 1: Technical Administrative Work

1. Operating office equipment such as adding machines, calculators, facsimile machines, printers, scanners, projectors, telephones, and computers. |

	Experience Code (Part I)	Level of Experience
		<i>I have had no training or experience with this task</i>
		<i>I have had training on this task, but no application on the job</i>
		<i>I have performed this task on the job under guidance and monitoring</i>
		<i>I have performed this task independently</i>

I possess less than two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess four (4) to five (5) years of experience performing this task at this level of experience.	I possess more than five (5) years of experience performing this task at this level of experience.
	X			
		X		
			X	

CALTRANS REGIONAL ADMINISTRATIVE OFFICER Supplemental Application Questionnaire

PART II-WORK EXPERIENCE

AMOUNT OF TIME

Level of Experience: In the *Experience Code* column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an "X" in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 1: Technical Administrative Work

1. Operating office equipment such as adding machines, calculators, facsimile machines, printers, scanners, projectors, telephones, and computers.

Experience Code (Part I)	Level of Experience
	<i>I have had no training or experience with this task</i>
	<i>I have had training on this task, but no application on the job</i>
	<i>I have performed this task on the job under guidance and monitoring</i>
	<i>I have performed this task independently</i>

2. Maintaining a balance log and monitoring expenditures.

Experience Code (Part I)	Level of Experience
	<i>I have had no training or experience with this task</i>
	<i>I have had training on this task, but no application on the job</i>
	<i>I have performed this task on the job under guidance and monitoring</i>
	<i>I have performed this task independently</i>

3. Preparing, processing, and monitoring requisitions for material and supply orders.

Experience Code (Part I)	Level of Experience
	<i>I have had no training or experience with this task</i>
	<i>I have had training on this task, but no application on the job</i>
	<i>I have performed this task on the job under guidance and monitoring</i>
	<i>I have performed this task independently</i>

I possess less than two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess four (4) to five (5) years of experience performing this task at this level of experience.	I possess more than five (5) years of experience performing this task at this level of experience.

**CALTRANS REGIONAL ADMINISTRATIVE OFFICER
Supplemental Application Questionnaire**

PART II-WORK EXPERIENCE (continued)

AMOUNT OF TIME

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an “X” in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 2: Analytical tasks

			I possess less than two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess three (3) to four (4) years of experience performing this task at this level of experience.	I possess four (4) to five (5) years of experience performing this task at this level of experience.	I possess more than five (5) years of experience performing this task at this level of experience.
4. Analyzing situations accurately and adopting an effective course of action.							
	Experience Code (Part I)	Level of Experience					
		<i>Limited ability (would require training/exposure to perform task)</i>					
		<i>Average ability (could perform activity with guidance)</i>					
		<i>Very good ability (could perform activity independently)</i>					
		<i>Excellent ability (could provide training or guidance to others)</i>					
5. Resolving and processing billing discrepancies.							
	Experience Code (Part I)	Level of Experience					
		<i>Limited ability (would require training/exposure to perform task)</i>					
		<i>Average ability (could perform activity with guidance)</i>					
		<i>Very good ability (could perform activity independently)</i>					
		<i>Excellent ability (could provide training or guidance to others)</i>					
6. Prioritizing administrative tasks and managing deadlines in order to carry out duties in an efficient manner							
	Experience Code (Part I)	Level of Experience					
		<i>Limited ability (would require training/exposure to perform task)</i>					
		<i>Average ability (could perform activity with guidance)</i>					
		<i>Very good ability (could perform activity independently)</i>					
		<i>Excellent ability (could provide training or guidance to others)</i>					

**CALTRANS REGIONAL ADMINISTRATIVE OFFICER
Supplemental Application Questionnaire**

PART II-WORK EXPERIENCE (continued)

AMOUNT OF TIME

Level of Experience: In the *Experience Code* column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an “X” in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 3: Supervision and Direction

		I possess less than six (6) months of experience performing this task at this level of experience.	I possess 6 months (6) to one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess more than three (3) years of experience performing this task at this level of experience.
7. Supervising and directing the work of clerical staff.						
	Experience Code (Part I)	Level of Experience				
		<i>I have had no training or experience with this task</i>				
		<i>I have assisted others in performing this task in a team setting</i>				
		<i>I have performed this task in a lead capacity amongst peers</i>				
		<i>I have performed this task in a supervisor capacity amongst assigned staff</i>				
8. Coordinating and training new staff on current office methods and equipment.						
	Experience Code (Part I)	Level of Experience				
		<i>I have had no training or experience with this task</i>				
		<i>I have assisted others in performing this task in a team setting</i>				
		<i>I have performed this task in a lead capacity amongst peers</i>				
		<i>I have performed this task in a supervisor capacity amongst assigned staff</i>				
9. Preparing new hire documentation for processing.						
	Experience Code (Part I)	Level of Experience				
		<i>I have had no training or experience with this task</i>				
		<i>I have assisted others in performing this task in a team setting</i>				
		<i>I have performed this task in a lead capacity amongst peers</i>				
		<i>I have performed this task in a supervisor capacity amongst assigned staff</i>				

**CALTRANS REGIONAL ADMINISTRATIVE OFFICER
Supplemental Application Questionnaire**

PART II-WORK EXPERIENCE (continued)

AMOUNT OF TIME

Level of Experience: In the *Experience Code* column, use the codes from **PART I** of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.

Amount of Time: Place an “X” in the column(s) that most accurately represents the amount of time each level of experience represents. (Leave columns blank that do not apply to you).

SECTION 3: Supervision and Direction

		AMOUNT OF TIME				
		I possess less than six (6) months of experience performing this task at this level of experience.	I possess 6 months (6) to one (1) year of experience performing this task at this level of experience.	I possess one (1) to two (2) years of experience performing this task at this level of experience.	I possess two (2) to three (3) years of experience performing this task at this level of experience.	I possess more than three (3) years of experience performing this task at this level of experience.
10. Promoting equal opportunity in hiring and employee development and promotion, and maintaining a work environment free of discrimination and harassment to ensure well-being of staff and others.						
	Experience Code (Part I)	Level of Experience				
		<i>I have had no training or experience with this task</i>				
		<i>I have assisted others in performing this task in a team setting</i>				
		<i>I have performed this task in a lead capacity amongst peers</i>				
		<i>I have performed this task in a supervisor capacity amongst assigned staff</i>				
11. Scheduling new hire pre-employment screenings (i.e., interviews pre-employment physicals, drug testing, etc).						
	Experience Code (Part I)	Level of Experience				
		<i>I have had no training or experience with this task</i>				
		<i>I have assisted others in performing this task in a team setting</i>				
		<i>I have performed this task in a lead capacity amongst peers</i>				
		<i>I have performed this task in a supervisor capacity amongst assigned staff</i>				
12. Monitoring and approving time sheets for subordinate staff.						
	Experience Code (Part I)	Level of Experience				
		<i>I have had no training or experience with this task</i>				
		<i>I have assisted others in performing this task in a team setting</i>				
		<i>I have performed this task in a lead capacity amongst peers</i>				
		<i>I have performed this task in a supervisor capacity amongst assigned staff</i>				

**CALTRANS REGIONAL ADMINISTRATIVE OFFICER
Supplemental Application Questionnaire**

PART III – NARRATIVE QUESTIONS

Question #1:

As a Caltrans Regional Administrative Officer, you must enforce Caltrans policies and procedures. You have an employee you supervise that is coming in late and missing deadlines.

List the appropriate steps you should take to address this situation.

**CALTRANS REGIONAL ADMINISTRATIVE OFFICER
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PART III – NARRATIVE QUESTIONS

Question # 2

An employee is requesting a reasonable accommodation because of a disability.

List the steps necessary to evaluate the request.

**CALTRANS REGIONAL ADMINISTRATIVE OFFICER
Supplemental Application Questionnaire**

PART III – NARRATIVE QUESTIONS

Question # 3:

As a Caltrans Regional Administrative Officer you must have the ability to conceptualize work requirements, accurately project resource needs, and coordinate activities. This requires skill in evaluating circumstances, identifying information needs, analyzing data, and considering alternatives. The following questions are designed to assess these skills and will be based on information in a chart or table that you must review, interpret, and analyze.

A. Employees from four (4) different Divisions of Caltrans attended training and signed up for a subsequent program. Utilize the following table to answer the Question below.

Training Summary:

	Attendees at Training	Program Registrants	Participants Completing Program
Accounting	81	62	51
Equipment	55	39	37
Engineering	61	49	41
Maintenance	68	54	38

Question: Which of the Divisions (listed above) had the **HIGHEST** percentage of training attendees register for the Program?

**CALTRANS REGIONAL ADMINISTRATIVE OFFICER
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PART III – NARRATIVE QUESTIONS

B. You must plan orientation meetings for participants in a State program. You will be traveling to different locations and want to fit as many meetings into a single day as possible at each location. You have the information shown below to assist you in planning. Utilize the following table to answer the Question below.

Orientation Meeting Planning:

Time to allow for each meeting	45 minutes
Time to allow after each meeting to organize enrollment forms (must occur after each meeting)	10 minutes
Start time	8:15 a.m.
Breaks	20 minutes mid-morning & 20 minutes mid-afternoon
Lunch	1 hour as close to noon as possible
End	No later than 5:00 p.m.

Question: What is the **MAXIMUM** number of meetings that can be scheduled in a single day?

**CALTRANS REGIONAL ADMINISTRATIVE OFFICER
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PART III – NARRATIVE QUESTIONS

The table below indicates the spending of six (6) different industries over a five (5) year period. Utilize this table to answer questions C-G below.

AMOUNT OF INCOME IN CERTAIN INDUSTRIES (in millions of dollars)					
INDUSTRY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Agriculture	24	29	32	40	51
Communication	14	17	18	23	28
Construction	56	43	40	66	68
Real Estate	78	90	100	102	118
Manufacturing	103	114	126	153	167
Transportation	27	30	33	39	55

Question C: Which industry had the **LARGEST** increase in the dollar amount of income from Year 1 to Year 2?

Question D: Which industry experienced the **LARGEST** percentage increase from Year 3 to Year 4?

Question E: Which industry had the **SMALLEST** increase in the dollar amount of income from Year 1 to Year 5?

Question F: Which industry experienced the **SMALLEST** percent change from Year 1 to Year 4?

Question G: In how many instances did a type of industry make a gain of 10% or more over the previous year listed?