



## **CALTRANS ELECTRICAL AREA SUPERINTENDENT**

### **Departmental Promotional**

**Exam Code: 6TR37**

**Department: Caltrans**

**Bulletin Release Date: 5/13/2016**

**Final Filing Date: 5/27/2016**

**Salary: \$5,176.00 to \$6,436.00**

### **INTRODUCTION**

Caltrans is pleased to announce the posting of the **Caltrans Electrical Area Superintendent** examination. Employment from this examination may 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?

This is a Departmental Promotional examination for Caltrans. Applicants must be:

- 1) A permanent civil service appointment with Caltrans as of the final filing date in order to participate in the examination; or
- 2) Have been employed with Caltrans within the last three years, without a break in State civil service; or
- 3) A current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
- 4) A current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
- 5) A person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

## 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 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.

## POSITION STATEMENT

The Caltrans Electrical Area Superintendent class directs the installation, maintenance, and repair of electrically or electronically operated traffic signals and other traffic control devices, including highway lighting and illuminated signs, lighting systems, and other electrically or electronically controlled equipment such as pumps, motors, lift span controls, airway beams, fog warnings, fire alarms, tow service call systems, remote control recording toll systems, and appurtenant controls, in an assigned area.

## ELIGIBLE LIST INFORMATION

A Departmental Promotional statewide eligible list will be established for Caltrans in all Districts and 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

Two years of experience in the California state service performing duties comparable in type and level of responsibility to that of a Caltrans Electrical Supervisor.

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/6900.aspx>

## EXAMINATION INFORMATION

It is anticipated that the Supplemental Application Questionnaire will be mailed in July 2016.

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

**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. 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.

## KNOWLEDGE AND ABILITIES

### Knowledge of:

1. Electrical theory and practice including power, lighting, and control circuits
2. Materials, methods, and equipment used in the construction, installation, maintenance and repair of electrical, electronic, and electromechanical control devices
3. Electronic theory and practice as applied to traffic signal and other Intelligent Transportation Systems (ITS) elements
4. Electrical safety orders of the Division of Industrial Safety, and other Caltrans safety policies and procedures for the installation and maintenance of traffic control and other transportation electrical and electronic devices
5. Caltrans environmental policies and procedures and other external regulatory bodies that impact the work of electrical and other special crew functions such as traffic signal repair, vehicle detector installation, pavement delineation, and pesticide application
6. Caltrans maintenance policies and practices as they relate to acceptable levels of service standards for electrical crew functions and other vocations
7. Caltrans standard plans and specifications relating to electrical systems
8. Personal computer hardware and software products to effectively communicate through email, manipulate data, write correspondence, and prepare presentations and reports
9. Caltrans policies and procedures as they relate to equipment use, management, and maintenance
10. Principles of effective supervision for promoting equal opportunity in hiring, employee development, promotion, and for maintaining a work environment that is free of harassment and discrimination

**Ability to:**

1. Direct and coordinate the work of assigned crews, electrical or other vocations
2. Read and interpret plans, detailed drawings, and wiring diagrams
3. Analyze electrical and electronic circuits
4. Assist in the inspection of construction projects to ensure maintainability
5. Effectively use the Integrated Maintenance Management System (IMMS) and Maintenance Manual to plan, schedule, and estimate crew work activities
6. Maintain records and prepare reports on crew activities, equipment and material usage
7. Analyze operational situations accurately and adopt an effective course of action
8. Establish and maintain effective cooperative relations with those contacted in the work
9. Communicate one-to-one or before groups for the purpose of obtaining and providing information or explaining departmental policies and procedures
10. Acquire services and materials using Caltrans forms and procedures
11. Identify and initiate appropriate degree of preventive, corrective, or adverse actions directed to employees

**VETERANS' PREFERENCE**

Veterans' Preference will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference.

**CAREER CREDITS**

Career Credits will not be added to the final score of this examination.

**CONTACT INFORMATION**

For more information regarding this exam, please contact the exam analyst at (916) 227-7731.

**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://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.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

**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.*