



**CALTRANS REGIONAL ADMINISTRATIVE OFFICER**  
**Open, Non-Promotional**  
**Exam Code: 7TR91**

**Department:** Caltrans  
**Bulletin Release Date:** September 29, 2017  
**Cut-off Date:** Continuous (Last business day of each month)  
**Salary:** \$3,592.00 to \$4,435.00

## **INTRODUCTION**

Caltrans is pleased to announce the posting of the **Caltrans Regional Administrative Officer** examination. Employment from this examination may be offered in all Caltrans 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 on this announcement may apply for this examination.

Once you have list eligibility, you may not reapply for twelve (12) months from your eligibility date. Candidates that are unsuccessful in the examination must wait six (6) months from the testing date before reapplying to take the examination.

## FILING INSTRUCTIONS

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

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. 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**

### **\*SUBMIT IN PERSON:**

**Caltrans  
Examination 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 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

An Open, Non-promotional statewide eligible list will be established for Caltrans in all Caltrans 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 24 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 cut-off 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.

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

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

## 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.)

## EXAMINATION INFORMATION

This examination will consist of a Training & Experience Evaluation 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 Training and Experience Evaluation.

## 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 granted in this examination.

## CONTACT INFORMATION

For more information regarding this examination, please contact the examination analyst at (916) 227-7397.

## GENERAL INFORMATION

**For an examination without a written feature**, it is the candidate's responsibility to contact the testing department three weeks after the cut-off 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, 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/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>, CalHR, 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.*