



## **DRAFTING SERVICES MANAGER**

### **Departmental Promotional**

**Exam Code: 6TR73**

**Department: Caltrans**

**Bulletin Revision Date: November 18, 2016**

**Final Filing Date: Continuous**

**Salary: \$4,852.00 to \$6,077.00**

### **INTRODUCTION**

Caltrans is pleased to announce the posting of the Drafting Services Manager examination. Employment from this examination may be offered in Caltrans District 4 (Oakland) 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:

- 1) Have 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) Be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or

4) Be 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) Be 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).

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination.

## FILING INSTRUCTIONS

[Applications \(STD 678\)](#) must be received or postmarked no later than the cut-off date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked after the cut-off date, personally delivered, or received via interoffice mail after 5:00 p.m. on the cut-off date 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 (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

This is the second supervisory level responsible for supervision of the largest centralized drafting services sections. Under direction, incumbents supervise two or more of a department's large centralized drafting services units where size warrants separate units, each under the direction of a Supervisor of Drafting Services. Incumbents plan, organize and assign work; supervise the review of proofs and finished products, and serve as liaison with other divisions of the department to provide full drafting and engineering graphic services needs in Caltrans' Headquarters and Districts; provides guidance and, in Headquarters only, coordinates statewide drafting activities.

## 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," 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/3026.aspx>

## **MINIMUM QUALIFICATIONS**

### **Either I**

Two years of experience in California state service performing the duties of a Supervisor of Drafting Services.

### **Or II**

Broad and extensive experience (more than five years) in directing a large group of individuals engaged in the preparation of a wide variety of drafting representations, at least two years of which shall have been comparable in level of responsibility to a Supervisor of Drafting Services in California state service. (College education in engineering or drafting may be substituted for a maximum of two years of experience on the basis of one year of education being equivalent to six months of experience).

## **EXAMINATION INFORMATION**

This examination will consist of an Education & Experience (E&E) weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

The E&E is an evaluation of each candidate's education and experience 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. Materials, methods, and equipment used in mechanical, freehand, and Computer-Aided Design and Drafting (CADD) drawing and lettering, in making engineering drawings, charts, maps, and diagrams
2. Engineering mathematics, drawing layout, and computer-aided drafting techniques
3. All phases of computer-aided drafting and reprographic techniques
4. Standard practices, materials, and equipment used in the production of final project plans
5. Construction plan drafting
6. Principles of effective supervision
7. Departmental policies and procedures relating to drafting and non-drafting functions
8. Scheduling and drafting practices for completion of roadway contract plans
9. The Plans Preparation Manual of Instructions, CADD Users Manual, and other non-drafting manuals needed for effective supervision

10. Computer software needed outside of the scope of drafting work (e.g., Word, Excel, Outlook) to prepare correspondence and reports
11. Appropriate drafting procedures, standards, and methods utilized in production drafting

**Skill to:**

1. Effectively use state-of-the-art equipment (e.g., Computer-Aided Design and Drafting (CADD) software)

**Ability to:**

1. Communicate and work effectively with engineers and technicians in developing engineering graphic presentations
2. Draft neat, accurate, and legible drawings
3. Interpret and plot from detailed engineering drawings
4. Read and write English at a level required for successful job performance
5. Follow oral and written directions
6. Work independently
7. Complete difficult drafting assignments
8. Use good judgment
9. Use computer terminals for entry of data related to computer-aided drafting
10. Plan, organize, coordinate, and direct the work of drafting personnel and maintain standards
11. Accurately analyze situations thoroughly to determine and implement effective courses of action
12. Establish and maintain cohesive working relationships with those contacted (e.g., state employees, district personnel) to ensure deadlines are met
13. Maintain records to ensure compliance with Caltrans' standards, policies and procedures
14. Effectively use computer applications (e.g., Microsoft Word, Outlook, Excel, Microstation) to ensure that Caltrans' standards, policies, and procedures for professional quality drafting are met
15. Manage a large group of computer-aided drafting personnel

## **ELIGIBLE LIST INFORMATION**

A Departmental Promotional eligible list will be established for Caltrans. The names of successful competitors will be merged on to the list in order of final scores, regardless of date. Competitor's eligibility will expire 24 months after placement on the eligible list unless the needs of the service and conditions of the list warrant a change in this period.

## **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 examination, please contact the examination 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 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), 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.

**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** 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.*