

**CALTRANS
OFFICE OF EXAMINATIONS
CALTRANS REGIONAL ADMINISTRATIVE OFFICER– 7TR91
TRAINING AND EXPERIENCE EVALUATION**

The **CALTRANS REGIONAL ADMINISTRATIVE OFFICER** examination is being given on an **Open, Non-Promotional** basis. This examination will consist solely of this self-assessment Training and Experience Evaluation.

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. 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 Training and Experience Evaluation. ***(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 TRAINING AND EXPERIENCE EVALUATION FOR YOUR RECORDS. Caltrans will NOT provide you a copy of your Training and Experience Evaluation.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided by me (without assistance from others) on this Training and Experience Evaluation 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 Training and Experience Evaluation and Standard State Application (STD.678) must be mailed or personally hand delivered to:

Mailing Address:
Caltrans
Examination Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

Submit in Person:
Caltrans
1727 30th Street, 1st Floor
Sacramento, CA 95816

Faxed or e-mailed Training and Experience Evaluations and Applications **will not** be accepted.



STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION



CONDITIONS OF EMPLOYMENT

Division of Human Resources – Exam and Recruitment Services
 PM-EX-0631 (Rev. 02/2017)

EXAMINATION TITLE Caltrans Regional Administrative Officer	
EXAMINATION CODE 7TR91	DATE
CANDIDATE NAME – (PLEASE PRINT – (Last Name, First Name, Middle Initial)	

PERSONAL INFORMATION NOTICE: Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Section 1978, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principle purpose of the voluntary information is to facilitate processing of information which you are providing regarding your preference in working conditions. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.17 of the IPA of 1977. Each individual has the right, upon request and proper identification, to inspect all personal information in any record maintained on the individual.

If you are successful in this examination, your name will be placed on an active employment list for the location you select and referred to fill vacancies according to the conditions you specify on this form.

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

<input type="checkbox"/> DISTRICT 1 – EUREKA	<input type="checkbox"/> DISTRICT 7 – LOS ANGELES
<input type="checkbox"/> DISTRICT 2 – REDDING	<input type="checkbox"/> DISTRICT 8 – SAN BERNARDINO
<input type="checkbox"/> DISTRICT 3 – MARYSVILLE	<input type="checkbox"/> DISTRICT 9 – BISHOP
<input type="checkbox"/> DISTRICT 4 – OAKLAND	<input type="checkbox"/> DISTRICT 10 – STOCKTON
<input type="checkbox"/> DISTRICT 5 – SAN LUIS OBISPO	<input type="checkbox"/> DISTRICT 11 – SAN DIEGO
<input type="checkbox"/> DISTRICT 6 – FRESNO	<input type="checkbox"/> DISTRICT 12 – SANTA ANA
<input type="checkbox"/> 3400 – SACRAMENTO Note: District 3 does not include Sacramento	

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

<input type="checkbox"/> A11 PERMANENT OR TEMPORARY – FULL TIME, PART TIME, OR INTERMITTENT
<input type="checkbox"/> C55 PERMANENT OR TEMPORARY – FULL TIME ONLY
<input type="checkbox"/> M44 PERMANENT OR TEMPORARY – PART TIME OR INTERMITTENT ONLY
<input type="checkbox"/> D58 PERMANENT ONLY – FULL TIME ONLY
<input type="checkbox"/> K85 TEMPORARY ONLY – FULL TIME ONLY
<input type="checkbox"/> R41 PERMANENT – PART TIME OR INTERMITTENT <u>OR</u> TEMPORARY – FULL TIME, PART TIME, OR INTERMITTENT

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

**CALTRANS REGIONAL ADMINISTRATIVE OFFICER
Training and Experience Evaluation**

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 ADINISTRATIVE OFFICER Training and Experience Evaluation

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 - 11, 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

		AMOUNT OF TIME				
		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.
<p>Level of Experience: In the <i>Experience Code</i> column, use the codes from <u>PART I</u> of this form to indicate where you performed the activity or task. You may list more than one code per item, if applicable.</p> <p>Amount of Time: Place an "X" in the column(s) that most accurately represents the <u>amount of time</u> each level of experience represents. (Leave columns blank that do not apply to you).</p> <p>SECTION 1: Technical Administrative Work</p>						
1.	Operating office equipment such as adding machines, calculators, fax 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>					

CALTRANS REGIONAL ADMINISTRATIVE OFFICER Training and Experience Evaluation

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, fax 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 Training and Experience Evaluation

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 1: Technical Administrative Work

4.	Maintaining an accurate and organized record keeping system.	
	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>
5.	Utilizing programs and databases such as Microsoft Office and other software programs.	
	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 Training and Experience Evaluation

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.
6. 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>				
7. 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>				
8. 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 Training and Experience Evaluation

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

9. Preparing clear and comprehensive reports and correspondences independently.

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>

10. Auditing reports for potential 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>

11. Preparing well written reports for managerial review.

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>

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 Training and Experience Evaluation

PART II-WORK EXPERIENCE (continued)

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

12. Overlooking purchases and expenditures of the Department/companies allocated funds.

	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>			

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 Training and Experience Evaluation

PART II-WORK EXPERIENCE (continued)

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: Lead Capacity

			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.
13. Assisting and leading 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>						
14. 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>						
15. 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 Training and Experience Evaluation

PART II-WORK EXPERIENCE (continued)

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: Lead Capacity

16. 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>

17. 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>

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.