



SENIOR TRANSPORTATION PLANNER

Open, Non-Promotional

Exam Code: 8TR49

Department: Caltrans

Bulletin Revised Date: 07/23/2018

Final Filing Cut-Off Dates: Continuous (Last Day of Each Month)

Monthly Salary: \$6,495.00 to \$8,070.00

INTRODUCTION

Caltrans is pleased to announce the posting of the **Senior Transportation Planner** 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?

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 (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) a completed [Training and Experience Evaluation](#)**.

To access the examination and submit your STD.678 electronically, please click [Here](#).

If you are having difficulties accessing the link, or would prefer to mail in an **STD678** and receive a paper copy of the examination, please submit a completed copy to the following address:

MAILING ADDRESS:

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

SUBMIT IN PERSON:

Caltrans
Examination Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816

***Candidates are responsible for obtaining proof of submission of their application to Examination Services (proof of exam submission can be found at the end of the online examination).**

POSITION STATEMENT

This is the full supervisory level. Under general direction, (1) directs the work of a Headquarters branch; or (2) has charge of a district branch or unit including project level activities and regional level analysis; or (3) acts as a technical expert performing the most difficult and complex work which is either critical to the Department's basic mission or of statewide significance.

ELIGIBLE LIST INFORMATION

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

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/4768.aspx>

MINIMUM QUALIFICATIONS

EITHER I

Experience: One year of experience in the California state service performing transportation planning duties in a class comparable in level of responsibility to Associate Transportation Planner.

OR II

Experience: Four years of experience in either one or a combination of the following areas. (At least one year must have been comparable in level of responsibility to an Associate Transportation Planner in the California state service.)

1. Federal, State, regional, or local transportation planning. or
2. Transit planning, transportation studies, transportation system planning studies, or legislative transportation studies.

(A Doctorate Degree in Transportation Planning may be substituted for three years of the general experience; a Master's Degree in Transportation Planning may be substituted for two years of the general experience; a master's degree in a general planning curriculum or a closely related field as identified above may be substituted for one year of the general experience.)

AND

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of 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.

Click [Here](#) to access the Training & Experience Evaluation.

Applications and examinations will be accepted on a continuous basis and will be processed monthly. Testing is considered continuous, as new test dates can be set at any time as the departmental needs warrant.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. The planning process and general practices of transportation planning
2. Research methods and techniques including conducting or participating in planning studies and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues
3. Effective public participation techniques
4. The Department's mission, organization, policies and procedures
5. Federal and State laws and regulations pertaining to transportation planning
6. Concepts and terminology relating to transportation planning
7. Sources of funding transportation programs
8. The Department's budgeting process
9. The Department's Equal Employment Opportunity (EEO) program objectives
10. Principles and techniques of selecting outside consultants
11. Principles and techniques of effective supervision and personnel management
12. A supervisor's role in safety, health, labor relations and the Department's Equal Employment Opportunity (EEO) program and the processes available to meet these program objectives
13. Financial analysis principles and concepts, including cost-benefit analysis, risk management, data analysis, statistics and Departmental budgeting
14. Various multimodal and intermodal transportation concepts
15. Program management conventions and techniques, including program evaluation, strategic planning and risk management

Ability to:

1. Gather, compile, analyze, interpret, and present data
2. Reason basically and creatively
3. Develop formats to present and display data
4. Use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems
5. Develop and evaluate alternatives
6. Present ideas effectively orally and in writing
7. Work effectively with others as an interdisciplinary team member
8. Establish and maintain effective and cooperative working relationships
9. Analyze problems and develop appropriate solutions
10. Evaluate general planning proposals
11. Organize and direct the work of a staff engaged in a variety of planning activities
12. Evaluate and monitor the work of consultants
13. Communicate effectively with other agencies, the public, and the media
14. Effectively contribute to the Department's safety, health, labor relations and Equal Employment Opportunity program objectives

ADDITIONAL DESIRABLE QUALIFICATIONS

Awareness and sensitivity to social, economic, and environmental conditions which affect transportation planning; ability to delegate responsibility to others; ability to inspire the

confidence of others; ability to further the recognition of the Department as a multimodal transportation organization.

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 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) 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.

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.

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://www.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.

