



Senior Transportation Surveyor (Caltrans)

Departmental Promotional

Exam Code: 7TR16

Department: Caltrans

Bulletin Release Date: June 21, 2017

Final Filing Date: July 7, 2017

Monthly Salary: \$8,810.00 - \$11,026.00

INTRODUCTION

Caltrans is pleased to announce the posting of the **Senior Transportation Surveyor (Caltrans)** examination. Employment from this examination may be offered in all Caltrans Districts and Sacramento County.

Testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

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).

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

FILING INSTRUCTIONS

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

Applications (STD 678) must be received or postmarked no later than the final filing 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**

***FILE IN PERSON:**

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

***Candidates are responsible for obtaining proof of mailing or submission of their application to Examination 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

Under general direction (1) as a first line supervisor, to have charge of varied and difficult transportation surveying work in the office involving the supervision of surveyors and others engaged in transportation surveying activities; or (2) as a first and/or second line supervisor, to have charge of several survey field crews or office surveyor teams engaged in all phases of transportation surveying activities; or (3) in a specialist capacity, to perform other difficult and complex surveying work relating to transportation projects, research studies, and development of transportation surveying policies and procedures; or (4) provide technical oversight of consultants or local agency staff performing engineering work related to the development of State transportation projects.

ELIGIBLE LIST INFORMATION

A Departmental Promotional statewide eligible list will be established for Caltrans in all Caltrans Districts and Sacramento County. 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 written test 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, and the duties performed. 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 possessing 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/3029.aspx>

MINIMUM QUALIFICATIONS

Possession of a valid California Land Surveyors' License. (A Certificate of Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors prior to January 1, 1982 satisfies this requirement.) and

Either I

One year of experience in the California state service performing the duties of a Chief of Land Surveys.

Or II

One year of experience in the California state service performing the duties of a Transportation Surveyor Party Chief (Caltrans).

Or III

One year of experience in the California state service performing the duties of a Land Surveyor Supervisor.

Or IV

Two years of experience in the California state service performing the duties comparable to those of an associate level surveyor or Transportation Surveyor (Caltrans), Range D.

Or V

Broad and extensive (more than five years) transportation surveying experience, two years of which are equivalent in responsibility to that of a Transportation Surveyor (Caltrans), Range D, in the California state service.

NOTE: Applicants must attach proof of "possession of a valid California Land Surveyors' License" to their application. Proof must include information on license type, license number, license status, and expiration date.

A printout containing this information can be obtained from the Department of Consumer Affairs' website:

http://www.bpelsg.ca.gov/consumers/lic_lookup.shtml.

EXAMINATION INFORMATION

This examination will consist of three phases:

- A Training and Experience Evaluation weighted at 25%
- A Written Test weighted 40%
- A Modified Qualifications Appraisal Panel (MODQAP) weighted at 35%

The Training and Experience Evaluation is attached [HERE](#) and **MUST** be included with the [STD 678 Application](#) by the Final Filing Date.

The written examination and Modified Qualifications Appraisal Panel will be in person and is anticipated to occur in **August/September 2017**.

In order to obtain a position on the eligible list, a minimum combined score of 70% must be attained.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Fundamental surveying, mathematics, and basic science as applied to surveying
2. Methods of precise survey measuring
3. Use and adjustment of precision surveying instruments
4. Procedures, equipment, and materials used in surveying, including conventional and state-of-the-art
5. Mapping and drafting techniques
6. Mathematics and procedures used in plane and geodetic surveying
7. Computer applications and usage
8. The California Coordinate System
9. The Code of Safe Surveying Practices
10. Principles and practices of boundary determination, land title research, and surveying
11. Legal descriptions of real property
12. Methods and terminology used in searching for land titles and factors involved in determining ownership of property
13. Real property acquisition and mapping laws pertaining to public and private ownership of real property
14. Monumentation of facilities
15. The Land Surveyors' Act
16. Factors which influence the impact of departmental projects on property and basic net
17. Planning, design, construction, and right of way procedures and policies as they relate to surveys
18. Departmental plans, standards, policies, and procedures for planning, design, right of way, and construction as they relate to surveys
19. Right of way engineering processes

20. Methods, equipment, and materials used in surveying and mapping of State facilities
21. Principles of effective communication
22. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment
23. All phases of surveying performed by Caltrans
24. Principles and techniques of effective personnel management and supervision

Ability to:

1. Perform complex field office surveying work
2. Interpret legal descriptions of real property
3. Make and interpret difficult survey calculations
4. Apply and utilize the principles of the California Coordinate System
5. Research, analyze, check and adjust survey data
6. Research and compile evidence and documentation for boundary determinations
7. Establish and maintain friendly, business-like relations with those contacted in the course of work
8. Communicate effectively
9. Write property descriptions and prepare legal land documents and descriptions
10. Supervise the work of surveyors
11. Plan and direct the work of staff engaged in resolution of legal property descriptions
12. Prepare clear and comprehensive reports and technical correspondence
13. Review the work of others for compliance with legal requirements, policies, and specifications
14. Analyze situations accurately and adopt an effective course of action
15. Effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment
16. Plan and direct the work of staff assigned to a variety of surveying-related projects in surveys or right of way engineering

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) 227-7397.

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact **the testing department** three days prior to the written test date if he/she has not received his/her notice to appear.

If a candidate's notice of examination fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

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.

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.

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.