



## **Supervising Transportation Planner**

**Exam Code: 5PB06**

**Department:** California High-Speed Rail Authority

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

### **CLASSIFICATION DETAILS**

**Supervising Transportation Planner** – \$9,196.00 - \$10,442.00 per month.

View [the Supervising Transportation Planner classification specification](#)

### **APPLICATION INSTRUCTIONS**

Final Filing Date: Continuous

#### **Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

#### **How To Apply:**

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Exam" section.

#### **Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

### **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

#### **Supervising Transportation Planner**

## **Either 1**

One year of experience in the California state service [performing transportation planning or transportation management duties](#) in a [class comparable in level of responsibility to Senior Transportation Planner](#).

## **Or 2**

Experience: Five years of [responsible experience conducting difficult and complex transportation planning or research projects](#). One year must have been [comparable in level of responsibility to work performed by a Senior Transportation Planner](#) in the California state service. **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.)

## **POSITION DESCRIPTION**

### **Supervising Transportation Planner**

This is the program manager level. Under general direction, plans, organizes, and directs a major transportation and/or environmental or research and development program. Provides direction on implementation of policies related to transportation and/or environmental planning.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination consists solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### **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.
6. Concepts and terminology relating to transportation planning
7. Sources of funding transportation programs.
8. The Department's budgeting process.
9. The Department's Affirmative Action 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 Affirmative Action Program
13. The process available to meet these program objectives.
14. Purposes, organization, and policies of Federal, State, regional, and local transportation agencies.
15. Program goals and objectives of the Department of Transportation.

**Ability to:**

1. Gather, compile, analyze, and interpret data.
2. Reason basically and creatively.
3. Develop formats to present and display data.
4. Use of 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 with those contacted during the course of the work.
9. Conduct studies related to State transportation planning.
10. Analyze problems and develop appropriate solutions.
11. Recommend effective courses of action.
12. Evaluate general planning proposals.
13. Work independently on complex planning projects.
14. Organize and direct the work of a staff engaged in a variety of planning activities.
15. Evaluate and monitor the work of consultants.
16. Communicate effectively with other agencies, the public, and the media.
17. Effectively contribute to the Department's safety, health, labor relations, and Affirmative Action Program objectives.
18. Provide direction of the analysis of transportation and environmental planning studies.

## **ELIGIBLE LIST INFORMATION**

A departmental, open eligible list for the **Supervising Transportation Planner** classification will be established for:

### **California High-Speed Rail Authority**

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

## EXAMINATION INFORMATION

### [Preview of the Supervising Transportation Planner Training and Experience Evaluation](#)

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

### [Take the Supervising Transportation Planner examination.](#)

## TESTING DEPARTMENTS

California High-Speed Rail Authority

## CONTACT INFORMATION

If you have any ***technical*** questions concerning this examination bulletin, please contact:

California Department of Human Resources

Attn: Examination Services

1515 S Street

Sacramento, CA 95811

Phone: 1-866-844-8671

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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 State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because 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.

## **GENERAL INFORMATION**

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California High-Speed Rail Authority 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 applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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) servicewide 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.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.