

CALIFORNIA STATE GOVERNMENT SUPPORTS EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. 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 LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



# OPEN EXAMINATION

For

## Research Manager II (Social/Behavioral)

This examination is being administered through the Special Examination and Appointment (SEA) Program which uses an alternative examination and selection process for filling specified positions. Interested incumbents at the Research Manager II (Social/Behavioral) level and those eligible for lateral transfers are encouraged to apply.

**Refer to the EXAMINATION INFORMATION and FILING INSTRUCTIONS section for additional information on how to apply for this examination.**

**DIVISION** : Licensing Operations  
**UNIT** : Research and Development  
**POSITION** : Research Manager II  
**LOCATION** : Sacramento  
**SALARY** : \$6005 - \$7462  
**FINAL FILING DATE** : March 24, 2017

This position may be subject to allocation approval by the Human Resources Branch.

**If you previously submitted an application for the examination with the final filing date of May 23, 2016, or June 29, 2016, you will not need to reapply. Your application will be included with the current examination administration.**

### RESPONSIBILITIES

Under the general direction of the Research Manager III, the Research Manager develops and directs research program activities in the areas of driver competency assessment, driver education and improvement, high-risk driver identification, and driver safety.

**Bulletin Release: January 26, 2017**

## DUTIES INCLUDE

- Develops and directs research program activities in the areas of driver competency assessment, driver education and improvement, high-risk driver identification, and driver safety.
- Directs staff in the design and conduct of highly complex experimental and quasi-experimental behavioral studies to evaluate the process and safety impact of policies and programs in the areas of driver licensing, driver education and improvement, high-risk driver identification, and driver safety.
- Directs staff in the application of advanced statistical models and experimental design principles to research projects and evaluation studies, including the use of multiple regression analysis, analysis of variance and covariance, time series analysis, nonparametric techniques, logistic analysis, and multivariate analyses.
- Serves as an expert consultant to multi-agency committees such as the Federal Transportation Research Board Committee on Operator Education and Regulation, and the California's Strategic Highway Safety Plan.
- Reviews and rewrites drafts of technical research reports.
- Writes or reviews noteworthy research reports for submission to scientific journals for publication.
- Develops and writes grant proposals and monitors grant agreements.
- Writes letters, memos, and technical interpretations of research findings for consideration by departmental top management.
- Advises departmental management on policy and procedures in the area of driver competency and assessment, driver safety, and risk countermeasures.
- Performs other miscellaneous duties as required.

## POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed, the following position specific qualifications will be evaluated. You must provide a response and specific examples in the Statement of Qualifications for each Position Specific Qualifications/Evaluation Criteria. The responses and examples you provide may be the only tool used for determining your final score and rank on the eligible list.

1. Describe your knowledge of and demonstrated ability to apply experimental and quasi-experimental research methods and advanced statistical techniques.
2. Describe your demonstrated ability to plan, organize, and manage a research function efficiently and effectively.
3. Describe your demonstrated ability to direct staff in the development and implementation of complex experimental and quasi-experimental behavioral studies to evaluate the process and safety impact of policies and programs in the areas of driver licensing, driver assessment, high risk driver identification, and risk countermeasures.
4. Describe your demonstrated ability to serve as an expert consultant on multi-agency committees on traffic safety research policy.
5. Describe your experience in reviewing, editing, and rewriting drafts of technical research reports.
6. Describe your demonstrated ability to consult with and advise administrators or other interested parties on policies and procedures in the areas of driver competency, driver assessment, and risk countermeasures, and your demonstrated ability to gain and maintain the confidence and cooperation of others.
7. Describe your experience in writing letters, memos, and issue papers, and your demonstrated ability to translate research findings into non-technical summaries for departmental management.
8. Describe your knowledge of and experience in developing and writing grant proposals, and your ability to monitor grant agreements.

## MINIMUM QUALIFICATIONS

Experience and education which provides the ability to successfully manage and perform evaluation and research of psychological and sociological behavior factors and experience and education which provides ability to perform successfully as a Research Manager at the level for which application is made. **AND**

### Either I

One year in the California state service performing pertinent research-related duties in a class with a level of responsibility equivalent to that of Research Manager I (Social/Behavioral) or two years of experience equivalent to Research Analyst II (Social/Behavioral).

### Or II

Experience: Four years of pertinent professional research experience above the trainee level which must have included responsibility for the determination of research design and methodology of a complete research project. (A Doctorate Degree in Economics, Psychology, Sociology, Geography, or a related research-oriented field may be substituted for two years of the required experience or a master's degree may be substituted in a similar field to that described for the doctoral degree, for one year of the required experience.) (Research experience in the California state service applied toward this pattern must include at least one year of experience in a class with a level of responsibility equivalent to Research Manager I (Social/Behavioral) to two years equivalent to Research Analyst II (Social/Behavioral).) **and**

Education: Graduation from college with any major but with extensive course work in economics, psychology, sociology, geography, or a related research-oriented field. This must include or be supplemented by at least six semester hours in statistical methods.

## KNOWLEDGE AND ABILITIES

Knowledge of: Principles and concepts of psychological or sociological behavioral theory; techniques and methodologies for measuring psychological or sociological dimensions; social problems of governmental concern; experimental design procedures; research methods and techniques; public administration, including management and supportive staff services such as budget, personnel, program planning and evaluation, or related areas; employee supervision, development, and training; program management; governmental functions and organization at the State and local level as they affect departmental research functions; Department's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

Ability to: Manage research and evaluate behavior, design and validate studies; plan, organize and manage a research function; reason logically and creatively and use a variety of analytical and research techniques to solve complex problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subjects; gain and maintain the confidence and cooperation of others; review and edit written reports; use interdisciplinary teams effectively in the conduct of studies; manage a complex program; establish and maintain project priorities; and develop and effectively use all available resources; and effectively contribute to the Department's equal employment opportunity objectives.

## **ADDITIONAL DESIRABLE QUALIFICATIONS**

College level courses equivalent to six semester hours of advanced statistics; six semester units of research techniques; and six semester hours of psychological-related or sociological-related courses.

## **SPECIAL PERSONAL REQUIREMENTS**

Demonstrated ability to act independently; flexibility; tact.

## **VETERANS' PREFERENCE**

Veterans' Preference will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at [www.cdva.ca.gov](http://www.cdva.ca.gov).

## **EXAMINATION INFORMATION**

The SEA Program provides for position specific examination and selection of the most qualified candidates. Applicants who meet the minimum qualifications may compete for the vacant position. An evaluation of the Statement of Qualifications and/or a Qualifications Appraisal Panel interview may be used to rate candidates. Candidates will be competitively ranked according to their qualifications using predetermined evaluation criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification.

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The results of this examination will be used only to fill the position of Research Manager II (Social/Behavior) position number 023-5738-001, with the Department of Motor Vehicles and may be used to fill subsequent vacancies for this position for a period of up to 12 months. Standard State Applications (STD. 678) and Statement of Qualifications will be retained for 12 months. The department may elect to consider new applicants in addition to those previously screened.

Questions regarding the position should be directed to Bayliss Camp at (916) 657-7032. Questions concerning the examination process should be directed to Alice Schneider, Selection Analyst at (916) 403-8335.

## FILING INSTRUCTIONS

Interested applicants must submit **both** items 1 and 2 below by the final filing date. Applicants who fail to submit both items by the final filing date will be disqualified from the examination.

**1. A completed Standard State Application (STD. 678)**, which must include all job titles, employment dates, and experience.

**2. A Statement of Qualifications:**

- Is a narrative discussion of how your education, training, experience, knowledge, skills, and abilities meet the **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA** for the position.
- **Must include specific examples addressing each of the POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA. Please note that the examples you provide in the Statement of Qualifications may be the only tool used for determining your final score and rank on the eligible list.**
- Is your written presentation to the examination panel.
- Serves as documentation of your ability to present information clearly and concisely in writing.
- **Must** be typed with font no smaller than Arial 10 point.
- **Must** be no more than three pages in length (*one 8 ½" x 11" sheet with print on front and back is considered two pages*).
- **Must** be clearly titled "Statement of Qualifications" at the top of page one.

**Cover letters and resumes do not take the place of the Statement of Qualifications.**

**Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Standard State Application (STD. 678).**

The Standard State Application (STD. 678) and Statement of Qualifications must be **submitted** by the final filing date:

**Postmarked by mail to:**

Department of Motor Vehicles  
Attn: Alice Schneider  
**Position # 023-5738-001**  
Selection and Certification Unit  
P.O. Box 932315, MS A208  
Sacramento, CA 94232-3150

**OR**

**\*In person by 5 p.m. to:**

Department of Motor Vehicles  
Attn: Alice Schneider  
**Position# 023-5738-001**  
"Selection & Certification Unit Drop Box"  
2415 1<sup>st</sup> Avenue, 1<sup>st</sup> Floor Lobby  
Sacramento, CA 95818

\*Standard State Applications (STD. 678) and Statement of Qualifications submitted in person **must be placed in the "Selection & Certification Unit Drop Box" by 5 p.m. on the final filing date.** Standard State Applications (STD. 678) and Statement of Qualifications personally delivered or received via interoffice mail after the final filing date will **not** be accepted. Standard State Applications (STD. 678) and Statement of Qualifications will not be accepted via email or fax.

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box on the Standard State Application (STD. 678). You will be contacted to make specific arrangements.

## **CRIMINAL RECORD CLEARANCE INFORMATION**

Some positions, within various divisions of the Department of Motor Vehicles, may be subject to fingerprint and criminal records check requirements. The Department of Justice and Federal Bureau of Investigation will complete this check. Candidates will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

*California Relay Telephone Service for the deaf or hearing impaired:  
from TDD phones (800) 735-2929; from voice phones (800) 735-2922.*