



## CALIFORNIA TRANSPORTATION COMMISSION DUTY STATEMENT for Existing Deputy Director

<b>CLASSIFICATION TITLE</b> Career Executive Assignment	<b>DISTRICT/DIVISION/OFFICE</b>	
<b>WORKING TITLE</b> Deputy Director of Transportation Programming	<b>POSITION NUMBER</b> 696-004-7500-004	<b>EFFECTIVE</b>

The California Transportation Commission (Commission) is an independent public agency dedicated to ensuring a safe, financially sustainable, world-class multimodal transportation system that reduces congestion, improves the environment, and facilitates economic development through the efficient movement of people and goods.

The Commission is responsible for programming and allocating transportation funds used in the construction of highway, passenger rail, active transportation, aeronautics, and transit improvements. The Commission, also advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies and plans for California's transportation programs.

### **GENERAL STATEMENT:**

The Deputy Director, under the general direction of the Executive Director and the Chief Deputy Director, is responsible for programming and allocating funds, coordinating programming and funding recommendations among other Commission programs, developing policy guidance for presentation and adoption by the Commission, and serving as a member of the Policy Staff and participating in high level policy and planning decisions for the Commission. The Deputy Director will be responsible for the following a variety of programs under the purview of the Commission, including: the State Transportation Improvement Program, the Active Transportation Program, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, the Safe, Reliable Highway-Speed Passenger Train Bond Act of 2008, various Rail programs, Local Assistance, Traffic Congestion Relief Program, Aeronautics, Clean Air and Transportation Improvement Act of 1990, and the Elderly and Disabled Specialized Transit Program. All duties are performed in accordance with State and Commission policies and procedures.

### **TYPICAL DUTIES for the Ten Programs:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
30% E	<b>Policy Development and Implementation</b> <ul style="list-style-type: none"> <li>Manages the development of policies, guidelines, recommendations and administration of multiple state and federal transportation programs.</li> </ul>

<sup>1</sup> ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

- Develops statewide policy necessary to generate guidelines for the programming of state and federal funds and ensures the funds are effectively directed to projects in accordance with statute.
- Solicits input from Caltrans, other state departments, Metropolitan Planning Organizations, Regional Transportation Planning Agencies, County Transportation Commissions, local jurisdictions, transportation agencies, legislative staff, federal partners, and other interested parties when developing program policies, guidelines, and formulating recommendations.
- Independently analyzes and disseminates input provided by Caltrans and other state departments, regional agencies, local jurisdictions, transportation agencies, legislative staff and other interested parties.
- Presents recommended policies and guidelines at public hearings, Commission meetings and various other local and regional meetings and responds to issues raised, determines the validity of the issues, and revises the policies and/or guidelines as appropriate.

30% E

### **Programming and Funding Allocation**

- Responsible for assuring that all available funds are fully programmed, allocated and expended to maximize the benefits to the state and assure no net loss of funds to California.
- Identifies priorities for and critically evaluates project programming requests and develops and presents recommendations for Commission consideration in approving, delaying or denying requests.
- Responsible for analyzing the demand for project allocations as compared to the anticipated funding, and developing allocation plans for Commission action, if necessary, to meter the allocation of funds.
- Reviews and make recommendations to the Commission on project readiness and requests for funding allocations. This includes evaluation of requests to advance funds programmed in future years to the current year; extend the timeline for construction contract award, contract completion, expend local or other funds for later reimbursement with state funds, and other complex funding requests.
- Solicits input from Caltrans, other state departments, Metropolitan Planning Organizations (MPO), Regional Transportation Planning Agencies (RTPA), County Transportation Commissions, local jurisdictions, transportation agencies, legislative staff, federal partners, and other interested parties when developing programming and allocation recommendations.

20% E

### **Tracking and Reporting**

- Ensures transparent and accountable reporting of billions programmed and allocated by the Commission at public hearings, public workshops, public meetings, on-going reporting, interaction with the media and annual reporting to the Legislature and Administration.
- Reports both annually and on an ad hoc basis, on the status of programs to interested parties including the Legislature and the media, as necessary.
- Oversees the tracking of Commission actions on multiple program balances

- 15% E      **Program Coordination**
- Work with and advise Commission staff, Caltrans, other state agencies, regional agencies, local jurisdictions, transportation agencies, legislative staff, and other interested parties to resolve project planning, programming, allocation and delivery issues on projects that are in multiple programs.
  - Coordinate with Caltrans to accomplish assigned responsibilities as specified in Government Code section 14512.

- 5% M      **Other Functions**
- Serve as Commission liaison to Commission Committees as appointed by the Commission or the Commission's Executive Director.
  - Represent the Commission at various meetings with Federal, State, Local government, special interest groups, legislative staff, non-profit organizations, private industry, other transportation stakeholders, and members of the media.

- Programs**
- State Transportation Improvement Program
  - Active Transportation Program
  - Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006
  - Safe, Reliable Highway-Speed Passenger Train Bond Act of 2008
  - Various Rail programs
  - Local Assistance
  - Traffic Congestion Relief Program
  - Aeronautics
  - Clean Air and Transportation Improvement Act of 1990
  - Elderly and Disabled Specialized Transit Program

### ***SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS***

Supervises two Supervising Transportation Planners, two Staff Services Manager II and two Program Analyst. Works with and utilizes Caltrans staff to accomplish assigned responsibilities as provided for in Government Code 14512.

### ***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

**Knowledge of:** The organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

**Ability to:** Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative

working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

## ***DESIRABLE QUALIFICATIONS***

Desirable candidates will have knowledge of: transportation funding; state and federal statutes regarding the allocation transportation funds; and organization and policies of state transportation agencies; along with excellent verbal and written communication skills, including, experience presenting information and answering questions at public meetings; excellent numeracy skills including creating and analyzing comprehensive spreadsheets; and the ability to manage small, high performance teams.

## ***CORE COMPETENCIES***

**Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Accountability)

**Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others at the Commission informed as appropriate. (Transparency)

**Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Innovation)

**Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Integrity)

**Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Integrity)

**Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Accountability)

**Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Accountability)

**Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions to achieve consistent results. (Integrity)

**Vision and Strategic Thinking:** Communicates the "big picture". Models the Commission's Mission to others. Influences others to translate vision into action. Future oriented, creates competitive and break through strategies and plans. (Innovation)



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Supervisor's Name

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Signature Date