

### DUTY STATEMENT

<b>CLASSIFICATION TITLE</b> C.E.A. (Career Executive Assignment), A	<b>DISTRICT/DIVISION/OFFICE</b> Office of Traffic Safety	
<b>WORKING TITLE</b> Deputy Director, Technology and Administration	<b>POSITION NUMBER</b> 703-006-7500-002	<b>EFFECTIVE DATE</b>

**As a valued member of the California Office of Traffic Safety, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

#### GENERAL STATEMENT:

Under the general direction of the Director of the Office of Traffic Safety, the Deputy Director of Technology and Administration is responsible for planning, organizing, directing, and coordinating all administrative and digital services activities for the statewide traffic safety program. The incumbent participates in making policy decisions and represents the office at budget hearings, Chief Deputy Director's meetings at the California State Transportation Agency (CalSTA) and at other high-level meetings, as required.

#### CORE COMPETENCIES SUMMARY:

As a C.E.A the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Goals and Strategies. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Leadership, Decision Making, Ethics and Integrity, Conflict Management, Teamwork and Collaboration, Organizational Awareness, Communication, Workforce Management, and Managing Performance.

## CORE COMPETENCIES (continued):

- **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.
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions.
- **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.
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation.
- **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 in order to achieve consistent results.
- **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.
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate.
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner.
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly.

**TYPICAL DUTIES:** The responsibilities include, but are not limited to:

**Essential Functions:** Core duties of the position that cannot be reassigned.

**Marginal Functions:** Minor tasks of the position that can be assigned to others.

### Percentage and Job Duties

25% Essential:

- Managerial oversight of a staff of professional, technical and support employees that work on a broad range administrative and staff functions in the areas of information technology, contracts and procurement, project management, personnel management, and office support services. Provide data analysis from Web/Social Media activities to measure program effectiveness and build efficient business strategies.

25% Essential:

- Function as Project Manager for office. Plans, organizes, directs staff in controlling the analysis, design, development, implementation, maintenance, and user training activities performed in support of new and/or existing computer systems/ applications in order to simplify work processes and facilitate the flow of critical data throughout the office. Reviews and approves all project planning documents to ensure they comply with systems development methodology standards, monitoring status reports to ensure project activities are on schedule and within the approved budget, and, interacting closely with other executive staff to coordinate project-related activities which cross functional boundaries.

15% Essential:

- Directs the preparation of the Governor's Budget and related budget schedules for the office and coordinates with the CalSTA, the Department of Finance, and the Legislative Analyst Office, as well as staff representatives from both the State Assembly and Senate. Also prepares Budget Change Proposals (BCP) and Budget Revisions. Prepares responses to budgetary drills and assists with the administration of transportation funding for the Cal-STA.

10% Essential:

- Directs the Procurement program areas for CalSTA and OTS. These duties include the standards and quality control, special purchasing, and materials management; establishes policies and procedures for the effective implementation of statewide planned purchasing programs in general.

10% Essential:

- Serve as the office's Chief Information Office (CIO) and Information Security Officer. CIO duties include the planning, organizing, directing, and establishing policy and strategic direction of the department's enterprise-wide systems and information management program. The CIO is responsible for providing a framework for making departmental IT decisions and to ensure information technology delivers results that stakeholder's value.

**Percentage and Job Duties (continued):**

10% Essential:

- Managerial oversight in the development of policy positions and provides advice to executive level management on legislative issues, budget issues, information technology, program and fiscal audits, contractual services, state and federal funding trends, personnel matters and all administrative policy and procedure matters.

5% Marginal:

- Functions as the office Personnel Officer, Training Officer, Labor Relations Officer, Equal Employment Officer, and other administrative positions, including Ethics Officer.

## **SUPERVISION EXERCISED OVER OTHERS**

Functions as the office Personnel Officer, Training Officer, Labor Relations Officer, Equal Employment Officer, and other administrative positions, including Ethics Officer.

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

The incumbent must be familiar with the State Budgeting Process, State Administrative Manual, State Contracting Manual, Benefits Administration Manual, Personnel Management Policy and Procedures Manual, various State Restriction of Appointments (SROA) Manuals and the Highway Safety Grant Management Manual, 49 CFR Part 18 - DOT Implementation of Common Grant Rule and 23 U.S.C. - Section 402 Highway Safety Programs. The incumbent must also have experience managing projects, implementing automated systems, managing change using best practices and developing, delivering, and managing training programs.

The incumbent must have a working knowledge of management philosophies and practices, read and write English at a level required for successful job performance, work and communicate effectively in small and large groups, analyze situations accurately, solve difficult problems, delegate assignments efficiently and take effective action. Must be able to enforce rules and regulations with tact and maintain cooperative relations with employees and the public.

The incumbent must be able to manage a staff of professional and support personnel and must be able to lead a team to produce time sensitive reports in an accurate and professional fashion.

## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The daily decisions which are made by the incumbent are significant in that they affect multiple units within the office, as well as other state departments. Error or delay in decisions by the incumbent could result in work delays, both within the office and for outside grant agencies. Inappropriate decisions could result in lawsuits against the State, embarrassment and a poor public image of OTS.

## PUBLIC AND INTERNAL CONTACTS

The incumbent will have daily contact with all levels of statewide employees. There will be recurring contact with fiscal services, audits and accounting services, as well as communication with prospective bidders and contractors for OTS funds and contact with the general public and the business community.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

Must be able to supervise and communicate effectively with varying levels of subordinates and handle personnel issues involving employees with a variety of individual personality traits. Must be able to encourage and motivate employees and to take disciplinary action when necessary.

Must be able to function effectively in an environment with continually changing priorities and take action independently and make critical decisions to ensure the completion of work to meet critical timelines and due dates.

**WORK ENVIRONMENT**

Must have the ability to multi-task and coordinate and review a variety of financial data to ensure accuracy. Must be flexible enough to modify established procedures as necessary to meet changing needs.

Must be able to adjust and modify schedules to ensure accurate reporting, timely processing of invoices and claims and the smooth and efficient operations of the fiscal unit.

I have read, understand, and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature                      Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature                      Date