As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:
Under the general direction of the Secretary and Undersecretary of the California State Transportation Agency (CalSTA), the Deputy Secretary, Administration and Audits serves as the Chief Administrative Officer for CalSTA and is responsible for all administrative matters with regard to the Agency, departments, and programs under the jurisdiction of the Agency. The Deputy Secretary assists in the formulation, implementation, evaluation and monitoring of administrative programs of CalSTA member departments, boards, and offices. In addition, the Deputy Secretary is responsible for the CalSTA internal audit coordination and will establish and oversee the implementation of policies related to audits and performance management throughout CalSTA and member departments.

CORE COMPETENCIES:
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, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

TYPICAL DUTIES:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Job Description</th>
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<tr>
<td>35% E</td>
<td>Develops and implements policies, guidelines and standards for CalSTA’s Administration program. Develops the short- and long-term strategic direction and priorities for the department in alignment with the Agency’s goals. Resolves highly sensitive issues with senior leadership that may involve resource distribution and personnel matters internal to Agency and/or other transportation entities, local elected officials, and the public. Assess the status of critical CalSTA-wide performance improvement projects and the incorporation of performance review findings and results of performance-based management initiatives into departmental processes, and recommend needed policy changes as appropriate. Monitors performance and ensures resource expenditures remain within allocations while meeting program objectives.</td>
</tr>
<tr>
<td>25% E</td>
<td>Implements CalSTA performance improvement initiatives which includes the following: Coordinating department efforts to identify ways to make departmental core program operations more effective, efficient and customer-focused. Developing and/or recommending policy changes needed to implement identified improvements. Ensuring operations are necessary and support the efficient and effective operation of constituent departments. Collecting, analyzing, and reporting of performance metric and metric-related information. Providing audit-and performance improvement-related technical assistance to CalSTA senior staff and department leadership. Represents CalSTA with local, state and federal agencies, special interest groups, the Legislature, and the public concerning all aspects of CalSTA’s Administration and Audit programs. Advises the executive management team on the full range of administration and/or audit issues related to CalSTA.</td>
</tr>
<tr>
<td>25% E</td>
<td>Responsible for development, implementation, modification, and oversight of policies related to audits and performance-based management throughout CalSTA, including constituent departments. Manages the CalSTA Office of Internal Audits, which is responsible for the required biennial internal control review of the Office of the Secretary; routine external audit liaison functions, including coordinating responses to audits and investigations conducted by external entities; and monitoring post-audit/investigation activities to ensure departments implement recommended corrective action. Performs Ad hoc reviews, evaluations and risk assessments, as requested, by the Secretary or Undersecretary. Monitors externally mandated reports to ensure constituent departments adhere to deadlines.</td>
</tr>
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</table>
10% E

Reviews and oversees all CalSTA training requests, personal service contracts, procurement requests, interagency agreements, position requests, duty statements, and timesheets. Oversees CalSTA compliance with all mandatory training and ensures all CalSTA policies are adhered to by CalSTA staff. Perform special assignments for the Secretary and Undersecretary, and other duties as they deem appropriate.

5% E

Issues memos for compliance with administrative and legislative policies to CalSTA departments, boards, and offices. Serves on commissions, task forces, and project study teams at the request of the CalSTA Secretary.

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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Provides direct supervision to a multi-disciplinary staff and oversees the activities of the Administration and Audits programs throughout the Department.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The ability to reason logically and creatively and use a variety of techniques to productively resolve problems relating to functions supervised; present ideas and information effectively, write, review, and edit complex written reports; establish project priorities, and maintain schedules. The ability to maintain liaison, communication, and cooperative relationships on interdepartmental levels, make effective oral presentations and speeches at meetings, hearings, and public functions. Requires a thorough knowledge of the state and Departmental policies and procedures.

Requires a thorough knowledge of the state and Departmental policies and procedures. Broad knowledge of all Administration Program activities including audits & investigations, and the laws, rules, policies and procedures affecting the full range of administrative functions and organizations. A general but comprehensive knowledge of all other functions within CalSTA; including in-depth knowledge of budgeting, the analysis process, personnel management, business management, facility management or related areas. Working knowledge of laws, rules, and policies concerning administrative activities in order to provide the proper direction and make appropriate decisions. These decisions typically involve personal, monetary, and/or material resources. Decisions that must be made impact all aspects of the District organization. Knowledge of Equal Employment Opportunity policies, as well as a manager’s role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives.

Must have excellent communication skills and present ideas and information effectively, both in oral and written format; must be able to represent CalSTA effectively in a variety of complex and sensitive environments.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for the overall policies, direction setting, and priority establishment for the development, management and administration of the Administration and Audit programs. Provides the guidance and strategy for preparing recommendations on administrative and audit matters and decisions. Expert advice to top management is essential to avoid errors that could expose the Agency to criticism from the legislature and seriously restrict the operating capacity and flexibility of the Agency. Errors in any of the above areas could have a disastrous impact on CalSTA including the loss of Federal funds.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with a large number CalSTA Department Directors, Chief Deputy Directors, strategic planning/performance improvement staff and Chief Auditors, as well as officials from external audit/investigative entities, including the Bureau of State Audits. Also interacts with federal/state/regional/local agencies, a broad range of topical experts, and industry representatives at all levels, both within and outside the transportation sector. Contact with legislative staff and the general public may also be required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent should be able to quickly adapt behavior and work methods in response to new information and priorities, and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with short notice. Create and sustain an organizational culture that encourages others to provide the quality of service essential to high performance. Must consider and respond appropriately to the needs, feelings and capabilities of a diverse workforce in various situations. The incumbent should be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adverse circumstances.
The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service; develop new insights into situations and apply innovative solutions to make organizational improvements; create a work environment that encourages creative thinking and innovation; be willing to take risks and initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage; and value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT
While at the base of operation, the incumbent will work in a climate-controlled office under artificial light. There will be occasional fluctuations in building temperature. The incumbent will work in an office and will periodically attend meetings and/or training outside the office.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)    DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)    DATE