



**Position Details**

<b>Classification:</b> Chief Program Manager	<b>Office/Branch:</b> Rail Operations Office		
<b>Working Title:</b> Chief of Rail Operations	<b>Location:</b> Sacramento		
<b>Position Number:</b> 311-640-6155-001	<b>HR Approval Date/Initials:</b> SMS 1/7/25		
<b>CBID/Bargaining Unit:</b> E99	<b>Work Week Group:</b> E	<b>Tenure:</b> Exempt	<b>Time Base:</b> Full-time

**Job Description Summary**

Under the administrative direction of the Chief Executive Officer (CEO), the Chief Program Manager (Chief of Rail Operations) is responsible for the successful delivery of the rail operations for the California High-Speed Rail Authority’s (Authority) program. The incumbent leads the Rail Operations Office and advises the CEO and Authority chiefs/directors on rail development issues of major importance. The incumbent is responsible for all rail system operations planning, policy, and procedural elements to successfully deliver California’s high-speed rail program. The incumbent must work closely and collaboratively with various project partners including consultants and contractors; rail entities; regional partners; the general public; state, federal, local government agencies; and multiple Authority offices and branches to ensure implementation of various rail functions. Additionally, the incumbent must have a high level of specialized expertise in rail systems and operations planning, as well as possess the ability to direct multiple, large, concurrent, complex, and sensitive project efforts at the executive level.

**Duties**

Percentage

Essential (E)/Marginal (M)

- 60% (E)
  - Directs and oversees the Rail Operations Office. Directs rail operations staff in the administering and developing of policies and procedures for Authority rail operations activities, including transportation and commercial planning, performance and crisis management, and operations activities of the Authority. This includes highly complex and technical project operating plans, specifications, revenue and cost estimating, and schedules. Oversees the development and implementation of the Authority’s rail operations planning, goals, objectives, and priority setting.
  
- 30% (E)
  - Establishes and implements performance evaluations and quality control for all rail operations activities. Oversees the management

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of development activities such as operational planning and integration activities. Oversees the development of ridership, cost-benefit, and other planning and operational studies.

- 10% (E)
- Serves as the Authority's expert in providing advice and recommendations to the CEO and Authority Executives on all rail operations projects. Acts on behalf of the CEO and the Authority in rail operations functions as required. Represents the Authority at meetings with the federal government, local governments, Department of Finance, the Legislative Analyst Office, State agencies, and at legislative hearings and conferences, as necessary. Provides briefings to keep Authority leadership informed on important rail system policy, political, and budget issues, and recommend courses of action. Accompanies the CEO and other Authority leaders to participate in stakeholder and legislative meetings as needed.

### **Special Requirements**

The checked boxes below indicate any additional requirements of this position.

License Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Conflict of Interest (COI) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Bilingual Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Contract Manager Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Medical Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Type:		Language:		

Other Special Requirements Information:

*Conflict of Interest* – This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

*Contract Manager* – Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM). and the California Government Code (GC). Provides strong oversight of subordinate contract managers, holding them accountable for ensuring that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the SCM and the California GC.

### **Knowledge and Abilities**

Knowledge of: Knowledge of the Authority's organization, operations, and relevant policy issues. Knowledge of critical safety components of passenger rails systems, including operating signal systems, passenger handling, Transportation Security

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Administration, Department of Homeland Security, Federal Railroad Administration (FRA) (or a similar regulatory agency), understanding of FRA/regulatory rule applicability, experience in implementing new rail transit systems, including all regulatory processes, use and application of technology in project monitoring.

Ability to: Ability to deal with sensitive and highly confidential information; ability to apply management principles and techniques to rail transportation operations; demonstrated exceptional written and oral communication skills; and strong analytical and decision-making skills. Strong organizational skills to manage various activities and programs with multiple deadlines. Ability to communicate with federal, state, and local officials and stakeholders about the Authority's position on issues of concern in the multiple regions the project alignment touches, to monitor and report stakeholder issues to the CEO to propose strategies for managing those issues. Ability to develop and maintain a network of contacts with federal, state, and local officials to ensure an open exchange of information regarding the statewide high-speed rail program. Ability to formulate sound independent political judgments and to work cooperatively and effectively with diverse internal and external constituencies including the CEO and other top Authority management/personnel, community and business leaders, and elected officials.

### **Desirable Qualifications**

- Experience directing large, complex rail system operations programs.
- Working knowledge and experience with the FRA (or a similar regulatory agency), and an understanding of FRA and regulatory rule applicability.
- Strong written and oral communication skills.
- Ability to exercise a high degree of initiative, flexibility, and confidentiality.
- Ability to operate independently and with sound judgment.
- Ability to represent the Authority in dealings with other government agencies and private entities in a way that reflects well on the Authority.
- Dependable, punctual, excellent attendance.
- Knowledge of the Authority organization, operations, and relevant policy issues.
- Prepare correspondence involving inclusion of recommendations for effective courses of action.
- Exercise calm professionalism in all situations.

### **Supervision Exercised Over Others**

Oversees all staff of the Rail Operations Office comprised of exempt appointees, engineers, planners, and support staff, and also oversees various levels of consultants.

### **Public and Internal Contacts**

The incumbent will have regular contact with various levels of staff at the Authority, executive management and directors, the Board of Directors, consultants, vendors, contractors, staff at other state agencies, and the public. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

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### **Responsibility for Decisions and Consequence of Error**

This position has broad management responsibility for a large program and set of related functions. Administrative direction is usually received in terms of goals and review is received in terms of results. Failure to perform these duties effectively could result in additional costs to the state to complete the high-speed rail project and negative political consequences for the Authority in the event of improper handling of duties on the largest infrastructure project in the nation. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

### **Physical and Environmental Demands**

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, manage multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

### **Working Conditions and Requirements**

- a. Schedule: Flexible schedules may be available for this position. Specific schedules will be set between the supervisor and the employee.
- b. Telework: This position works primarily in the office, but limited telework may be available.
- c. Travel: This position frequently travels statewide and nationwide for meetings and events.
- d. Other: The incumbent will be responsible for a state-issued cell phone for business purposes and may be required to work extended hours.

### **Acknowledgment and Signatures**

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:
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