

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Staff Services Manager I	OFFICE/BRANCH/SECTION Director's Office of Equity & Tribal Affairs	
WORKING TITLE Tribal Policy Manager	POSITION NUMBER 900-074-4800-023	REVISION DATE 10/03/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Senior Tribal Advisor, a Supervising Transportation Planner, within the Caltrans Director's Office of Equity and Tribal Affairs (ETA), the Staff Services Manager I (Specialist), Tribal Policy Manager, leads in developing and updating key departmental policies to support Caltrans' efforts to improve opportunities and recognition of Tribal Governments, entities, and communities. The Tribal Policy Manager will manage policy related work due to the implementation of Assembly Bill (AB) 776 (Holden, 2023), future enacted legislation, and other ETA relevant priorities. The incumbent will act as project manager for policy updates, conducting research and analysis; collaborating with Caltrans, federal, state, tribal, and other partners; and leading meetings and other activities related to the development and update of Caltrans tribal transportation policies. In coordination with the ETA Tribal Special Projects Manager, Native American Liaison Branch, and District Native American Liaisons, the incumbent will participate in meetings with Tribal governments and entities related to the implementation of AB 776 and other ETA policy priorities to understand and identify tribal needs and collaboratively develop policy recommendations. The Tribal Policy Manager will be responsible for legislative analysis and for tracking and reviewing legislation that might impact Caltrans and Tribes' joint priorities.

CORE COMPETENCIES:

As a Staff Services Manager I, 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.

- Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Equity, Employee Excellence - Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Employee Excellence - Integrity)
- Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Equity, Employee Excellence - Innovation, Stewardship)
- 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. (Equity - Collaboration, Equity)
- Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Equity, Prosperity - Collaboration)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Employee Excellence - Collaboration, People First, Stewardship)
- Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Equity, Prosperity, Employee Excellence - Collaboration, Integrity)
- Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Equity, Employee Excellence - Innovation, Integrity)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Equity, Employee Excellence - Collaboration, Stewardship)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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40%	E	Lead policy change work related AB 776 (Holden, 2023) and other ETA priorities. Assess existing policies impacting Tribal Governments and work collaboratively with the Tribal Special Projects Manager to convene Tribal Governments and Native American community members, Caltrans Districts and Divisions, the Federal Highway Administration, and other stakeholders to clarify, update, or develop policy or guidance to address identified issues, gaps, or needs; duties including working with Caltrans staff to update guidance in the California Manual of Uniform Traffic Control Devices. Responsibilities include convening work group meetings with internal and external partners; facilitating input from California Native American tribes during policy development or update processes, ensuring Tribes' concerns are adequately reflected; developing systems to track and document input and how the input informs policy decisions; creating and delivering presentations to a range of audiences on process, timelines, policy language, and considerations; briefing Caltrans executive management; and providing guidance to Districts, Divisions, and other internal or external partners as necessary for effective policy implementation. Prepare complex policy and technical correspondence, informational reports, technical correspondence, issue memorandums, special assignments and other written documents as needed to support statewide tribal transportation policy needs and strengthen efforts toward Native American self-governance
30%	E	Lead policy work to facilitate the update of Caltrans Director's Policy 19. In coordination with the Senior Tribal Advisor, the Native American Liaison Branch Manager, and the Caltrans Native American Advisory Committee, develop and help facilitate a process to co-create an updated policy with Tribal Governments, Native American community members, and other partners. Lead working groups to identify and address policy issues. Convene internal staff and leaderships to update policy, roles, and responsibilities to improve how Caltrans works with Native American communities.
15%	E	Research and prepare legislative concepts and bill analyses related to tribal transportation issues, providing recommendations to the Senior Tribal Advisor and Deputy Director of Equity & Tribal Affairs on potential impacts on Tribal communities. Track legislation affecting Tribes and tribal transportation needs, ensuring timely and informed responses to legislative proposals and changes. Respond to legislative inquiries as needed. Participate in legislative briefings and convene/facilitate meetings with internal and external partners related to legislation as needed.
10%	E	Assist with priority ETA projects, including staffing the Native American Advisory Committee, attending other convenings organized by Caltrans or partners, representing Caltrans at Tribal events, and otherwise supporting the department's commitment to addressing tribal transportation needs.
5%	M	May lead or participate in other departmental initiatives related to ETA priorities. Perform other job-related duties within the scope of the classification as assigned.

¹ESSENTIAL 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

The position will function as a non-supervisory staff specialist leading cross functional work. The incumbent is a project manager in the Director's Office of Equity & Tribal Affairs overseeing complex projects and leading multi-disciplinary, cross functional teams, this may entail overseeing and reviewing the work of other functions such as Senior and Associate Transportation Planners, Staff Services Managers, Associate Governmental Program Analysts, and/or consultants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The ability to work cooperatively with Tribal Governments; Caltrans staff; federal, state, regional agencies, and local agencies; , and other partners/stakeholders. Previous experience working with Tribal Governments, on Native American issues, and managing contracts is desirable. Familiar with California Native American history and culture. Knowledge of current Native American issues and legislation. Policy change and development experience is desirable.

The ability to represent the Department with internal and external partners and to maintain cooperative relationships with individuals and organizations in the daily conduct of business. The ability to work successfully both independently and as part of a team; to carry out assignments expeditiously and completely; to collect, develop, categorize, analyze, maintain, and summarize data; and to communicate clearly and effectively both verbally and in writing. Ability to analyze situations accurately and develop an effective course of action is required.

The incumbent is accountable for assessing needs; developing work plans; establishing and meeting delivery time frames; reporting success, elevating challenges, and sharing progress with management. The ability to work independently and resolve issues while maintaining close attention to detail. The incumbent should initiate projects independently and take proactive steps to drive outcomes and is expected to produce quality work within requested time frames with minimal supervision.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The position requires compliance with the Caltrans Director's Policy on working with Tribal Governments and Native American

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community members and state/federal law and policy for tribal collaboration/consultation are carried out. Errors could result in loss of credibility with the Tribal Governments with which the Department interacts.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain effective professional working relationships with Tribal Governments, Native American community members and with individuals from Caltrans, state, regional and federal agencies. The incumbent should be able to interact effectively with administrators, Federal Highway Administration and Bureau of Indian Affairs officials, and Native American Tribal chairpersons. The incumbent should also be able to understand and communicate with Native American community members/partners and establish and maintain a high degree of credibility with impacted communities.

Contact with Native American tribes, Native American organizations, Native American individuals, District and Headquarters functional units; local and regional agencies; consultants; other State and Federal agencies; the media; and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Develop and maintain cooperative working relationships. Must deal effectively with pressure; maintain focus, be persistent, and foster a positive outlook and encourage team morale even in challenging situations. This position requires patience, cultural humility, and the ability to deal with a high volume of requests from a diverse group of people. Must have the ability to multi-task, adapt to changes in priorities, stay mentally focused for long periods of time, and complete tasks or projects with short notice.

Must be able to sit or stand for long periods of time, use a keyboard and video display terminal, and perform tasks utilizing a personal computer.

WORK ENVIRONMENT

While at their base of operation, employee will be required to work in a climate-controlled office, under artificial light and potentially fluctuating building temperatures. Incumbent will be expected to work in office as well as telework. Incumbent will be required to travel in State to meet with Caltrans Districts staff, California Native American Tribes, and other partners as necessary. Out-of-State travel may be occasionally necessary.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquarter location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarter location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarter location will be the responsibility of the selected candidate.

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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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