

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Information Officer II	OFFICE/BRANCH/SECTION District 5/Office of External Affairs/Public Information Branch	
WORKING TITLE Public/Legislative Affairs Manager	POSITION NUMBER 905-001-5595-xxx	REVISION DATE 10/13/2025

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

GENERAL STATEMENT:

Under administrative direction of the Office Chief for External & Legislative Affairs, has responsibility for many aspects of information activities in Caltrans District 5. Supervises the operation of the Public Information Office, represents the district to all news media, and collaborates closely with engagement and project development teams to ensure continuity, transparency, and meaningful outreach to stakeholders and general community. Consults regularly with the district executive team as well as the Headquarters Director's and Communications staff, advising them on media and community relations. Prepares executive staff for editorial boards, news conferences and public events/presentations. Works with graphics team to review and issue district news releases, flyers, and other informational material. Acts as district spokesperson on sensitive issues and is the lead on crisis communications. Coordinates and prioritizes the efforts of the public information office and legislative affairs functions to provide customers with a consistent, timely, and accurate message. Ensures compliance with the California Public Records Act (CPRA) and manages the budget and resources of the unit.

CORE COMPETENCIES:

As an Information Officer II, 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.

- 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. (Employee Excellence - Collaboration, Equity, Innovation, People First, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Collaboration, Integrity, Stewardship)
- Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Stewardship)
- Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Stewardship)
- 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. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Equity, Employee Excellence - Collaboration, Equity, Innovation, People First, Pride, Stewardship)
- 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. (Employee Excellence - Collaboration, People First, Stewardship)
- Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Employee Excellence - Collaboration, People First, Stewardship)

TYPICAL DUTIES:

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

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50%	E	Chief Spokesperson	Coordinates the district's external and internal public information communications team. Provides initial point of contact for the news media and stakeholders on transportation issues. Speaks for, or delegates, the district in news conferences, print interviews, TV, radio programs, public events, and speaking engagements. Supports the overall outreach and engagement efforts of the District. Responsible for policy statements, information presentations, and speeches for the district executive team. Regularly briefs and updates the team and HQ staff.
25%	E	Office Manager	Provides support and oversight to the information officers and engagement/analyst team. Reviews and approves news releases, flyers, and other informational material disseminated via email, social media, and the Internet. Identifies and assigns work priorities for staff. Plans and allocates resources for various meetings and events. Supervises and develops staff in the preparation of speeches, talking points, news releases, and other informational material. Administers the budget for the branch, approving all purchases. Through mentoring and developing standard operating procedures, the manager ensures the team has proper understanding of the flow, policies, skills, etc. in project development and engagement activities to be a successful public information officer. Responsible for student assistant hiring and CPRA compliance.
20%	E	Legislative Coordinator	Acts as legislative liaison to elected officials and their staff, regularly informing them of relevant transportation issues. Consults with and provides weekly reports to district and HQ executive team about important issues and actions on which legislators should be briefed. Reviews staff responses to various legislative/constituent inquiries. Monitors and evaluates various state legislative bills that may affect the district.
5%	M	Event Coordinator	Responsible for planning and organizing and attending various public events such as groundbreakings, ribbon-cuttings, and announcements. Works with the entire engagement team to develop outreach events for projects, construction updates, community events, fair exhibits, news conferences, and political events. Also assists with internal events and celebrations for district staff.

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
Supervises staff in the Public Information Office.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. This position requires a thorough knowledge of available public communication techniques and mediums. It requires an appreciation and understanding of the workings of legislative bodies at the local, state, and federal level, as well as a thorough knowledge of department/district objectives, mission, policies, programs, and projects.

Language Skills:

The incumbent must have highly developed communications and negotiations skills. This individual must be able to apply principles of logical and scientific thinking to a wide range of intellectual and practical problems in order to respond to the most sensitive inquiries and complaints, and to represent the position of the Department vigorously, understandably, and persuasively. Must have the ability to write persuasive and understandable press releases describing controversial and technically complex subjects. Ability to speak effectively to the news media, elected officials, stakeholders, and employees of the organization is required.

Analytical Ability:

This position requires the ability to analyze and interpret complex issues in all facets of transportation delivery. The incumbent

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must apply the principles of logical and scientific thinking to a wide range of intellectual and practical problems. They must have the ability to think logically and make reasoned responses in the face of highly charged, emotional situations sometimes involving conflicting interests. Must accurately identify and effectively resolve complex and sensitive public relations issues.

Reasoning Ability:

Must have the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Must also have the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities:

The incumbent must possess a thorough knowledge of the project development process, project management, financial policies, and a high level of general knowledge of the Department; as well as a fundamental knowledge of the workings of print, radio, TV, social media, and the Internet.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for the public image of the District and the Department. Errors in judgment or insensitivity to pressing issues could result in bringing discredit to the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts on a daily basis with members of the press, the public, elected officials, other state and local agencies, the federal government, and internal staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The physical demands described here represent those that must be met by an employee to successfully perform the functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand; walk; and use hands and fingers to handle or use objects, tools, or controls. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will normally work in a climate-controlled office under artificial light with a computer terminal and multiple phone lines. Employee is expected to have an in office presence but may be allowed and/or expected to telework from a home office or other appropriate location on a part time basis. The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee occasionally works in outside weather conditions and will frequently travel to various locations, sometimes requiring overnight stays. Employee will be on call to respond to incidents 24/7. Must have the emotional ability to maintain composure in the face of confrontation and in highly charged emotional situations. Must have the resilience to withstand frequent negative reaction, keep it in the perspective of the job, and maintain a positive attitude.

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 headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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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