

## DUTY STATEMENT

<b>CLASSIFICATION TITLE</b> CEA, A	<b>DISTRICT/DIVISION/OFFICE</b> Office of Traffic Safety	
<b>WORKING TITLE</b> Deputy Director of Program Planning & Grant Operations Division	<b>POSITION NUMBER</b> 703-006-7500-001	<b>EFFECTIVE DATE</b> 03/05/2025

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:

The Deputy Director of Program Planning and Grant Operations Division will advise the Director and make recommendations that provide solutions on policy concerns, federal and state mandates, and overall strategic objectives related to the state's Traffic Safety Program. The Deputy Director directs research and analysis to understand current and emerging traffic safety needs, identifies effective strategies and countermeasures, and supports innovative solutions and best practices to address California's most critical traffic safety challenges. This position provides executive oversight for the development and execution of statewide plans, reports, and grant program functions in order to accurately allocate, track, and justify the distribution of federal funds in the most effective way. The Deputy Director supports continuous improvements and innovations to enhance program outcomes and increase operational efficiencies. The Deputy Director develops policies based on principles, practices and trends of transportation policy and state government administration, while also being knowledgeable on public policies and legislative actions that affect the state's Traffic Safety Program and grant recipients.

### CORE COMPETENCIES SUMMARY:

As a C.E.A., the incumbent is expected to develop 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, and Goals.

## CORE COMPETENCIES (continued) :

- **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.
- **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.**
- **Fostering Teamwork:** Interest, skill, and success in getting people to work together cooperatively. Gives honest and constructive feedback, reinforces team member contributions, and enlists active participation of team members.
- **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.
- **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.
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating commitment to continuous improvement. Uses data and technology to monitor and evaluate program success.
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner.

**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: Provide executive support and supervision to the Program Planning and Grant Operations Branch Chiefs, while overseeing the strategic direction and oversight of the entire Program Planning and Grant Operations Division staff. Oversee the development of new initiatives, process improvements, and innovations to enhance program effectiveness and maximize operational efficiency. Use data and technology to monitor and evaluate program success.

20% Essential: Assist the Office of Traffic Safety in the formulation and coordination with the California State Transportation Agency and other state departments on policies and projects to deliver goals of the Administration and California's Traffic Safety program. Act as liaison with the National Highway Traffic Safety Administration (NHTSA). Develop and execute strategic partnerships with state and local agencies, and other stakeholders to both enhance the department's knowledge and effectiveness and to advance shared traffic safety program goals. Serve as the principal legislative consultant for the department.

20% Essential: Provide executive oversight, accountability, and stewardship of approximately \$150 million annually in federal grant fund awards. Ensure compliance with federal and state standards and regulations. Establish policies and procedures that ensure statewide grant program planning, awards, implementation, monitoring and evaluation drive meaningful progress towards the state's goal of zero traffic fatalities and serious injuries.

20% Essential: Responsible for oversight of the federal planning functions within the Program Planning and Grant Operations Division including timely development and submission of the state's Triennial Highway Safety Plan, Annual Grant Application, and Annual Report to NHTSA. Coordinate with the State Strategic Highway Safety Plan as required by federal mandate. Provide executive oversight for traffic safety program education, outreach, and analytical functions in the Program Planning and Grant Operations Division, including analysis of traffic safety problems and the changing landscape of traffic safety needs, identification of strategic and effective countermeasures, emerging research and best practices, and creation of new partnerships.

10% Essential: Represent the department on task forces, advisory committees, and other convenings involving participants from federal, state, and local agencies, private industry, community-based organizations, and other stakeholders.

5% Essential: Represent the department, in the absence of the Director, in legislative hearings, public engagements, agency meetings, and with state and federal partners to advocate for the department and support planning and delivery of traffic safety programs and operations.

Assist with managerial oversight of employees in the absence of assigned manager.

**SUPERVISION EXERCISED OVER OTHERS:**

Direct supervision over Branch Chiefs (SSMII). General supervision over the entire Grant Operations Division.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:**

- The organization and functions of the California State government including the organization and practices of the Legislature and Executive Branch.
- Principles, practices, and trends of public administration, organization, and management.
- Techniques of organizing and motivating groups.
- Program development and evaluation.
- Use of data and technology to enhance program operations and evaluate outcomes.
- Methods to strategically, plan, organize, communicate, and implement multiple complex programs.
- Methods of administrative problem solving.
- Principles and practices of policy formulation, development, and analysis.
- Promoting equal opportunity in hiring and employee development and promotion. Maintaining a work environment free of discrimination and harassment.
- Knowledge of grant management processes.
- Experience working on traffic safety policy and programs.
- Legal procedures and terminology.

## **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 Grant Planning and Program Operations functions. Provides guidance and strategy for preparing recommendations on program operations and policy matters and decisions. Expert advice to top management is essential to ensure regulatory compliance and avoid errors that could expose the Department to substantial decreases in funding necessary to administer grant programs to prevent traffic injuries and fatalities.

The daily decisions which are made by the incumbent are significant in that they affect multiple units within the Department, as well as other state departments and grant sub-recipients. Error or delay in decisions by the incumbent could result in work delays, both within the Department and for outside agencies.

## **PUBLIC AND INTERNAL CONTACTS:**

Contact with all levels of management in the Department, including other Districts and Divisions. In addition, this position has contact with and from all levels of government including other states, the federal government, Federal partners including the Federal Highway Administration and the National Highway Traffic Safety Administration (NHTSA), Governor's Office, the Legislature and their staff, Transportation Agency Department Directors and staff, other countries and the public and private sector. Contact with all stakeholders associated with traffic records data systems in California and nationally.

## **PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:**

Must be able to supervise and communicate effectively with varying levels of subordinates, handles personnel issues as well as individual personality traits. Must be able to encourage and motivate employees as well as initiate disciplinary action as necessary.

Must be able to act independently and make critical decisions to ensure the completion of work due to the continually changing priorities to meet critical timelines and due dates.

**WORK ENVIRONMENT:**

The work environment is fast-paced, busy and requires considerable flexibility in managing time, priorities, and assignments. The incumbent will be required to travel in state, out-of-state and internationally to stakeholder offices or other meeting facilities. While at their base of operation, employee will work in a climate-controlled office between 64 and 84 degrees under artificial lighting.

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