

STATE TRANSPORTATION AGENCY  
**POSITION DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> C.E.A.	<b>OFFICE/BRANCH/SECTION</b> California State Transportation Agency	
<b>WORKING TITLE</b> Director, Integrated Payments Center of Excellence	<b>POSITION NUMBER</b>	<b>EFFECTIVE DATE</b>

### **GENERAL STATEMENT:**

Under the general direction of the Chief Deputy Secretary for Rail and Transit, the Director, Integrated Payments Center of Excellence will be responsible for establishing a new independent legal entity, the Center of Excellence for Mobility Payments (CoE). This entity will provide steady state technical, operational and educational support to rail and transit agencies, as well as intercity bus and other mobility solutions providers, wishing to introduce open payments acceptance as well as other integrated payments solutions. the CEA's responsibilities include leading the strategic and legal work to select the optimum legal model, preparing for and spearheading the approvals process, as well as establishing an Advisory Board to guide the CoE's interim and long-term direction.

## **TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
50%	E	Establishing the CoE legal entity including coordinating consultant support from the California Integrated Travel Project (Cal-ITP), and others as required, and obtaining all required approvals. Includes providing detail necessary to support the state budget and legislative process supporting CoE creation and funding.
20%	E	Advising the Chief Deputy Secretary, Rail and Transit and others on payment-related policies, focusing in particular on impacts of/to accessing sustainable transportation, affordability of government services, and improvements to transportation services.
20%	E	Building relationships with the Department of Transportation (Caltrans) and other partner organizations, including ensuring efficient and effective hand-offs of rail and transit agency relationships from Cal-ITP to the new CoE entity.
10%	E	Preparing for transition to CoE legal entity, including recruiting, hiring, setting targets, assessing performance, and mentoring of team members, as well as overseeing transition from consultants to staff of transit agency services.

<sup>1</sup>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**  
**None**

## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be familiar with the transportation industry in California and have a working knowledge of payment technology systems.

## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for the accuracy and policy completeness of their analysis, advice, and staff direction. Consequences of error include, but are not limited to, subjecting CalSTA or its staff to budgetary or policy exposure and diminishing the reputation of the Governor's Office, Agency, and Departments.

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**PUBLIC AND INTERNAL CONTACTS**

- Cabinet staff
- Agency Deputy and Assistant Secretaries
- Department directors and their senior staff
- Regional, county, municipal transportation agencies
- Transit, intercity rail and intercity bus agencies and companies
- Public and Private executives and their staff
- State employees at all levels
- Federal government agency staff

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The employee must be able to quickly adapt behavior and work methods in response to new information/priorities and unexpected obstacles, multi-task, effectively interact with many levels of people in a cooperative manner, be decisive, take appropriate actions, and complete project tasks or projects with a short notice. The employee must be able to deal effectively with pressure, maintain focus and intensity, yet remain optimistic and persistent, even under adversity. The incumbent must be able to travel in-state and out-of-state.

The employee shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services; 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.

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**WORK ENVIRONMENT**

The employee works primarily in a climate-controlled office environment under artificial and natural lighting. The employee may be required to sit for long periods of time while using a computer.

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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.)

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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