

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION D6/Planning/Local Assistance	
WORKING TITLE Deputy District Director, Planning, Local Assist. and Env. Analy.	POSITION NUMBER 906-155-7500	REVISION DATE 02/13/2025

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

**GENERAL STATEMENT:**

Under the direction of the District 6 Director, the incumbent is the chief advisor to the District Director with responsibility for management of the District's Regional Planning, Intergovernmental Review, System Planning, Advance Planning, Travel Forecasting and Modeling, Mass Transportation, Community Planning, Air Quality, Project Initiation Documents, Local Assistance Programs, and Environmental Analysis Branch. The Deputy District Director is responsible for planning, organizing, budgeting, controlling, reviewing, and directing the work of division staff, and for advising the District Director on the full range of issues relating to these functions. The Deputy District Director is the staff resource to advise and counsel the District Director on a full range of issues involving the overall district administration and operations.

**CORE COMPETENCIES:**

As a C.E.A., 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Prosperity, Employee Excellence - Collaboration, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Integrity)
- **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. (Equity, Prosperity - Equity, Integrity, People First)
- **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)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Prosperity - Collaboration, People First, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity - Equity, People First)
- **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. (Equity, Employee Excellence - Collaboration, Integrity, 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 - Collaboration, Innovation, People First)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Prosperity, Employee Excellence - Pride, Stewardship)

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
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**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

50%	E	<p>Develops and implements the policy for all regional transportation planning and systems planning activities in District 6. Provides policy direction for the state and federal transportation funding and facilitates programs in District 6 counties and District's park and ride, aeronautics, transit, rail and bicycle programs.</p> <p>Ensures sustainability principles are incorporated when developing and implementing integrated multi-modal transportation plans, programs, projects, and uses project performance to measure success, in project planning through post-construction.</p> <p>Provides policy direction and long range strategic plans for preliminary planning and feasibility studies for route locations, new or revised interchanges, and other highway improvements. Ensures planning documents and procedures reflect, identify and explain Caltrans' objectives for multi-modal Transportation.</p> <p>Administers projects on local roads funded by Federal Highway Agency funds and State Highway Account funds.</p> <p>Provides guidance and direction to the environmental analysis branch for Local Assistance to ensure consistency with the National Environmental Policy Act, and California Environmental Quality Act (CEQA).</p>
15%	E	<p>Represents the District Director, as required, and is the district management representative on the Department's executive management teams which recognizes management needs of the District and Department. District representative for the Department's Regional Transportation Planning Agencies, Local Transit Agency Policy Committees and on various policy boards and Committees for Special Studies. Promotes partnerships with local and regional agencies to plan and fund facilities for integrated multi-modal travel to meet the needs of all travelers. Responsible for the District's outreach efforts to communities including Native American tribal communities and community-based organizations.</p>
15%	E	<p>Represents the District to develop long range corridor and land use strategies with local transportation planning programs and control agencies. Participates as a member of the District Executive Staff in developing innovative and effective transportation strategies for the District and making recommendations on program development, resources, staffing and delivery.</p>
15%	E	<p>Consistent with requirements of CEQA and state planning law, incumbent provides policy direction on local development proposals submitted through local government agencies, as well as the local agencies' general plan and zoning amendments and use permits to identify impacts on transportation facilities and possible mitigation measures. Also provides direction for district-wide geographic information system implementation.</p>
5%	M	<p>Administers district programs to develop individual program project candidate lists and the overall district priority list for future Interregional Transportation Improvement Programs (ITIP) and ensures that State projects are included in the Statewide Transportation Improvement Program (STIP).</p>

<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**

Incumbent receives general guidance from the District Director for the administration of assigned functions, and determines how to best manage those functions toward meeting and contributing to the Director's overall mission and goals.

The incumbent directly supervises a team consisting of two Office Chiefs and a Staff Services Manager I.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Incumbent must have a thorough knowledge of the Department's mission, goals, objectives and policy direction; policies, procedures and major issues; federal and state laws, regulations, and concepts; funding of federal, state and local agencies relative to transportation programs; objectives and processes to meet the Department's Equal Employment Opportunity objectives; and principles and objectives of personnel management. Must have a strong command of the principles and practices involved in Regional Planning, Intergovernmental Review, System Planning, Advance Planning, Travel Forecasting and Modeling, Mass Transportation, Community Planning, Air Quality, Project Initiation Documents, Local Assistance Programs, and Environmental policy regulations.

Must have the ability to: plan, organize, and direct the work of a large organization consisting of professional and administrative staff; provide direction in a variety of activities to obtain program goals; communicate effectively, both verbally and in writing; develop and maintain cooperative working relationships with local, regional agencies, public and private sector; analyze complex issues and recommend effective action.

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The Deputy District Director, Planning and Local Assistance and Environmental Analysis Programs is fully responsible for personnel decisions, as well as for decisions made by subordinate staff. Poor decisions on the part of the incumbent and/or those he/she directs may result in multi-million dollar errors. Consequences include severe adverse public reaction to the District, Department and the Administration's projects and programs.

**PUBLIC AND INTERNAL CONTACTS**

Contact with the public is a significant aspect of the Deputy District Director's work. Incumbent is required to consult with representatives of local agencies and organizations, city and county representatives, and elected officials at all levels in resolving real or perceived problems and in coordinating and negotiating the Department activities and interests relative to theirs. Incumbent also appears as a speaker on various aspects of the program, representing the Department on such occasions.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully and professionally. Must be able to work independently and as part of a team. Must be able to sit for long periods of time using a keyboard and video display terminal while performing tasks utilizing a PC. This position requires patience and understanding when dealing with a high volume of request 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 develop and maintain cooperative working relationships. Must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. Must be able to develop and maintain the trust and respect of management and staff. The incumbent will be expected to be emotionally and mentally capable of responsibly caring for state resources under their control and treating other with courtesy and respect. Must be able to determine and execute an effective course of action while under pressure. Must be able to organize and prioritize large volumes of varied documents and tasks. Must be able to sit and/or stand for long periods of time and perform tasks utilizing a personal computer and telephone. The workload is subject to frequent, substantial, and unexpected changes within a short time period.

**WORK ENVIRONMENT**

The incumbent will be exposed to computers, various lighting conditions - including but not limited to artificial lighting in a standard work office/cubicle, will be required to stand or sit for prolonged periods. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Must be able to work at a keyboard and focus on complex tasks for long periods of time. Incumbent may be required to travel, even at night and work outdoors and may be exposed to dirt, noises, uneven surfaces, and/or extreme heat or cold.

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 expense to the headquartered location will be the responsibility of the selected candidate.

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE