

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION District 9 - Transportation Planning and Environmental Analysis	
WORKING TITLE Deputy District Director, Planning and Environmental Analysis	POSITION NUMBER 909-101-7500-001	REVISION DATE 01/28/2026

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 District 9 Director, the incumbent serves as the Deputy District 9 Director for Transportation Planning and Environmental Analysis. The incumbent leads and directs Transportation Planning, Freight Planning, Project Studies, Corridor Studies, Local Assistance, Rail and Mass Transit, Research, Aeronautics, and Capital and Non-Capital environmental delivery for District 9.

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.

- 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. (Equity, Climate Action - Equity, Innovation, Integrity)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Prosperity, Employee Excellence - Equity, Innovation, 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. (Safety, Climate Action, Employee Excellence - Innovation, Integrity)
- 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. (Equity, Climate Action, Prosperity - Innovation, Integrity)
- 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. (Equity, Climate Action, Prosperity, Employee Excellence - Equity, Innovation, Integrity)
- 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, Climate Action, Employee Excellence - Collaboration, Innovation, Integrity, 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. (Safety, Prosperity, Employee Excellence - Collaboration, Integrity, People First)
- 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. (Safety, Equity, Climate Action, Prosperity - Collaboration, Equity, Innovation, 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 - Integrity, People First)

TYPICAL DUTIES:

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

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55%	E	The incumbent is responsible for developing, leading, and directing the planning of a balanced, multi-modal transportation system within District 9. This includes planning, organizing, and overseeing activities related to Transportation Planning, Freight Planning, Project Studies, Corridor Studies, Local Assistance, Rail and Mass Transit, Research, and Aeronautics. The role participates in formulating district goals, policies, and long-range plans across all functional areas, while recommending and implementing policies, establishing work plans, adopting district-specific measurement standards, and evaluating the effectiveness of program improvements. Additionally, the position works closely with the District Native American Liaison to collaborate, coordinate, and build strong relationships with Native American Tribes.
35%		The incumbent is responsible for developing, leading, and directing the delivery of environmental documents for Capital Outlay Support, Highway Maintenance, Encroachment Permits, Traffic Operations, and Local Assistance. The Incumbent plans, organizes, directs, and evaluates all environmental functions within the district to ensure compliance and efficiency in project delivery. Additionally, the role represents the Department with Resource Agencies, Tribes, Stakeholder groups, etc. involving highly sensitive or controversial environmental issues.
5%		The incumbent develops, leads, and directs the work activities of managers to identify products and resources necessary for achieving program goals and implementing plans. The incumbent also provides guidance and strategic advice to the District Director on a wide range of issues related to Planning, Local Assistance, Mass Transit, and Environmental programs, ensuring effective coordination and alignment with District and Department objectives.
5%		As a member of the District Executive Team, the incumbent participates in developing innovative and effective transportation policies and strategies for the District and provides recommendations on program development, resources, staffing, organizational structure, and delivery. The incumbent establishes the strategic direction for District 9 Planning and Environmental Programs and provides policy guidance on operating procedures, program implementation, and management techniques that support the goals and objectives of the program and the Department's strategic plan.

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

Directly manages a Supervising Transportation Planner and Environmental Program Manager. Will act as the District 9 Director when so delegated.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the transportation and environmental planning process; principles, processes and practices of corridor operations; and the theory, policy and practice of transportation performance measurement for improved transportation system productivity, including understanding important partnership between the State and regional/local partners.

Knowledge of the Department's goals, objectives, policy direction and of the functions under their supervision. Also must have command of the principles and practices involved in project management, project development, capital budgeting, program development processes in the Department, and understand the laws, rules and procedures applicable to the Department. Ability to direct the work of a large organization in conformance with the departmental goals and policies, prepare and effectively review comprehensive reports on various aspects of the work, and adopt effective courses of action and ensure such action occurs. Ability to analyze and resolve technical, personnel, or politically sensitive problems and issues.

Knowledge of the organization and functions of California State Government including the organization and practices of the Legislative and the Executive Branches; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques.

Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze policies, organizational procedures and practices; integrate activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative work relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports.

Demonstrated ability in the management of large budgets, administration of large organizations, and setting of performance measures to ensure accountability.

Demonstrated knowledge of federal and state regulations that apply to and impact the work of the Department and the

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Department's mission, goals, programs, and policies.

Demonstrated ability to supervise a multi-disciplinary professional staff; participate in public forums; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.

Demonstrated ability to develop and implement organizational improvements or innovations.

Demonstrated ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.

The incumbent must also possess well-developed communication skills, both verbal and written and must be able to effectively interface with Headquarters and District counterparts, as well as with external agency staff and the public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent works with a wide range of individuals, employees, public organizations and elected officials. In this capacity, the person is required to make sensitive and diplomatic decisions consistent with state policy. Lack of tact and/or error in judgment in disseminating information could result in project delays or project cancellation due to community pressure, political unacceptability, ad/or lawsuits by special interest groups.

Incumbent is responsible for Division staff activities and for the coordination of consultants and their timely provision of services and products associated with project delivery. Responses and decisions in error could result in project delivery failures, loss of credibility and lawsuits against the state.

Poor decisions affect the Department's credibility and relationships with others and inefficient use of resources. Incumbent has general management responsibility of resources (dollars, staff, facilities, real and personal property) and program support administered in the Division. These decisions typically affect all District 9 organizations and functions. Errors in judgment could result in the organization being exposed to internal grievances, external criticism and lawsuits. At a minimum, errors could result in erroneous budget allocation and/or projections leading to inefficient use of public monies and/or lack of required funds.

PUBLIC AND INTERNAL CONTACTS

This position requires considerable personal contacts both internal and external. Internal contacts with all Departmental District personnel as warranted and Headquarters management personnel. External contacts with federal, state and local agency elected officials or their representatives, local agency staff, citizens and citizens groups from various communities and interest groups.

Has contact with state and federal governmental agencies, Native American tribes, cities, counties, transportation commissions, consultants, and all levels of staff within the Department, at the district and headquarters level. These contacts include, but are not limited to, mayors, congress members, assembly members, state senators, California Transportation Commissioners, council members and county supervisors.

This position requires frequent contact with the public and represents the Department at meetings and through correspondence and represents the District management in dealing with other Divisions in the Department. Incumbent is responsible for developing and maintaining positive relationships as the Department's representative with the full range of internal and external groups and control agencies.

The incumbent must be able to communicate effectively with Headquarters functional managers, District managers and supervisors, interest groups and individual employees while negotiating compromises which further the Department's mission.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations; recognize emotionally charged issues or problems and acknowledge the various responses and must have the ability to apply sound judgment in problem solving.

WORK ENVIRONMENT

While at the base of their operation, employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employee may be required to sit for long periods of time using a keyboard and a video display terminal. Work hours may fluctuate based on emergencies, peak times and fiscal year end closing. This position is required to be available via mobile phone at any time.

ADA Notice

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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

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

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE