

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION District 4	
WORKING TITLE District 4 Director	POSITION NUMBER 904-001-7500-001	REVISION DATE 10/18/2022

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the California Department of Transportation (Caltrans) Director/Chief Deputy Director, the incumbent has full responsibility for all functions and activities within the District and is responsible for the administration and operation of the department's programs within the District boundaries of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma counties.

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. (Cultivate Excellence - Engagement, Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity)
- **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. (Cultivate Excellence - 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. (Safety First - Innovation)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation)
- **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. (Cultivate Excellence - Engagement, Innovation)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Cultivate Excellence - Engagement, Innovation, Integrity)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)

TYPICAL DUTIES:

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

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40%	E	<p>Develops and implements policies, formulates work programs and evaluates effectiveness of operations in the District.</p> <p>Develops and implements policies for the maintenance of State highways in the counties around San Francisco and the Bay Area.</p> <p>Develops and implements policies, formulates work programs and evaluates effectiveness of the preparation, delivery, administration and oversight of capital projects in the District.</p> <p>Directs ongoing State transportation activities and is responsible for the performance and timely completion of District programs.</p> <p>Develops short and long term strategic direction for the District. Manages Caltrans' Strategic Plan in the District 4 area including: development and management of district program level performance agreements and action plans consistent with the department's Strategic Plan.</p> <p>Directs District transportation planning activities with regional planning agencies, councils, government commissions and other interested parties.</p> <p>Responsible for developing policies and procedures to ensure an appropriately balanced transportation system.</p> <p>Develops and maintains relationships with the public, local government, tribal government, resource agencies, private sector and other external groups to ensure a seamless transportation system within District 4.</p> <p>Organizes the work and staff of District 4, directs and evaluates the performance of subordinate managers and establishes management control systems and performance targets.</p> <p>Provides the Director and Chief Deputy Director with District expertise necessary to advise Caltrans management of sensitive internal and external interests and controversial issues as they may develop in the counties.</p>
35%	E	<p>Represents the Director and Chief Deputy Director as departmental spokesperson on transportation issues in District 4.</p> <p>Provides the media with timely transportation information.</p> <p>Appears before the California Transportation Commission on matters pertaining to the district.</p> <p>Maintains liaison with local government agencies and officials and private organizations and individuals in order to direct State transportation matters with local activities and plans.</p>
25%	E	<p>Assists legislators in drafting transportation legislation and in responding to constituents concerning transportation matters.</p> <p>Actively participates in various Caltrans statewide program steering committees and Executive Board.</p>

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 supervises management level employees and provides indirect management to District.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be knowledgeable of the California Department of Transportation's (Caltrans') mission, goals, and programs; laws, rules and policies of the state of California and the federal government. Must have broad administrative abilities to manage a complex operation. Must be able to communicate effectively both in writing and speaking in response to the steady flow of inquiries from interested citizens, legislators, other state agencies, other states, foreign governments, and the Federal government on a wide variety of complex district issues affecting the Caltrans. Must be able to perform effectively under rigid time constraints and pressure.

ADA Notice

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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 District. Provides the guidance and strategy for preparing recommendations on district matters and decisions. Expert advice to top management is essential to avoid errors that could expose the Department to criticism from the legislature and seriously restrict the operating capability and flexibility of the Department. Errors in any of the above areas could have a disastrous impact on the Department and loss of Federal funds.

PUBLIC AND INTERNAL CONTACTS

The District Director represents the Department at meetings with federal, state, regional and local agencies and the public concerning the scope of the District's transportation programs. In addition, the incumbent speaks in public on transportation matters pertaining to District 4 and establishes and maintains good working relationships with other districts, Headquarters management, local jurisdictions, and contractors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for periods of time using a keyboard and video display terminal. The incumbent should 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 tasks or projects with a short notice. The incumbent should be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The incumbent 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.

WORK ENVIRONMENT

Incumbent works in a climate-controlled office setting under artificial and natural lighting for majority of the time. On occasion, incumbent will be required to travel and be exposed to traffic conditions in the field.

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.)

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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