

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION Administration/District 5	
WORKING TITLE Deputy District Director, Administration	POSITION NUMBER 905-001-7500-XXX	REVISION DATE 9/22/2023

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 Director, the incumbent serves as the District Director's Chief of Staff and is responsible for district policy development and implementation, management, direction and coordination of the operations of the Division of Administration, and administrative support staff. Recommends, develops, and implements policies and procedures to establish work standards and implements work priorities within the division; organizes and directs the activities of staff; resolves sensitive problems and administrative and personnel matters. Works with the district's Executive Team to set district priorities, work standards, goals, and objectives.

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. (Safety, Equity, Climate Action, Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity - Collaboration, Equity, Innovation, Pride, Stewardship)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety, Equity, Climate Action - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- **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, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, 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, Prosperity - Collaboration, Equity, Innovation, Integrity, Pride, 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. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Serves as the District Director's Chief of Staff and is the primary policy advisor to the District Director on matters pertaining to highly complex and sensitive business functions of the District, including but not limited to: overall resource management, cost efficiencies, policy development; communication effectiveness, quality control of administrative support, legal and labor relations issues, personnel and legal matters and overall district staff development. Resolves with the District Director highly sensitive issues that may involve resource distribution and personnel matters internal to the District and/or other transportation entities, local elected officials, and the general public. Establishes district policies and procedures related to media relations and legislative analysis, including expectations and procedures for effective coordination with state and federal legislators. Establishes Division Program Goal Worksheet Action Plans that include the Department's goals, strategic objectives and key results, strategies, and performance measures. Lead enterprise risk management efforts within the District. Develops the short- and long-term policies and strategic plan relative to all facets of the Administration program with the District. Actively participates as a member of the District's executive management team and contributes toward the strategic planning and leadership of the District's program goals and objectives.
35%	E	Establishes District policy, procedure, and evaluation criteria that ensure District administrative and resource management activities are performed within departmental policy direction and program goals, consistent with state and federal law. Makes high level policy decisions with program responsibility of significant scope, complexity, and sensitivity. Develops overall budget plan and systems to manage operation expenses and personnel years for the District. Monitors and reports performance and ensures resource expenditures remain within allocations while meeting district goals and program objectives. Maintains overall responsibility and management for a wide variety of administrative functions, administered through a staff services managers and intermediate functional supervisors and administrative rank and file staff. Effectively collaborates with other Central Region Districts and Headquarters to establish policy and guidelines consistent and relative to all staff located within District boundaries. Provides administration support for Central Region Services staff located within the District boundaries, included Personnel, EEO, Safety, Security, Cashiering, Public Affairs and Worker's Compensation.
25%	E	Responsible for planning and leading the Public Affairs, Public Awareness, Health and Wellness, and Employee Safety programs for the District. Includes community outreach with local officials, business and community representatives, minority advisory groups and the general public. Advise the District Director, Deputy District Directors, and other managers of highly complex and sensitive disciplinary, discrimination and labor relations issues. Provides for coordination with Caltrans Legal and Law Enforcement on security and criminal issues. Oversees investigations of various personnel matters and performs Skelly and Coleman hearings. Responsible for the overall management of Critical Incident Stress Management and the Administrative functions related to employee major injury, accident, and/or death.

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**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

Provides direct management and supervision to Supervising Transportation Planner/Staff Services Manager III over PIO and Engagement Support, and the management and leadership to Staff Services Manager II's, District Office Chiefs and administrative staff, and oversees the activities of the Administration programs in the District.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Requires a broad knowledge of principles, practices, policies, laws, rules and regulations affecting the full range of administrative functions and organizations. Also requires comprehensive knowledge of all other functions within the District and the Department; should be familiar with modern technology and its application in Caltrans; must be an effective communicator and innovator. Represents the Department effectively in a variety of complex and sensitive issues.

The ability to maintain liaison, communication and cooperative relationships on interdepartmental levels, make effective oral presentations and speeches at meetings, hearings and public functions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The employee is fully responsible for personal 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 costly errors in all functional areas of the district's Planning program. Errors in judgment could result in civil and/or department lawsuits, inefficient use of public funds, failure to meet budgeted programs, jeopardize meeting project deadlines, negatively impact the department's image, jeopardize the safe and efficient operation of the highway and related systems, loss of program funding, and injuries or delays to the traveling public and

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Caltrans employees.

The DDDA 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.

PUBLIC AND INTERNAL CONTACTS

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The position's responsibilities require contact with top management and leadership in the Department. Additionally, other governmental agencies and departments at the federal, state and local levels, special interest groups representing both private citizens and industry and contact with the Governors Office, elected officials, Transportation Agency, the California Transportation Commission, and legislators and their staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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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.

WORK ENVIRONMENT

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While at the base of operation, the employee will work in the climate-controlled office under artificial light and may work for long period of time on a personal computer. Incumbent may be required to travel and work outdoors and may be exposed to dirt, noise, 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 expenses to the Headquarters location will be the responsibility of the employee.

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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