

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION HQ/Rail and Transit Programs	
WORKING TITLE Deputy Director, Transit and Rail Programs	POSITION NUMBER	REVISION DATE

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 Director/Chief Deputy Director, the incumbent is responsible for planning, organizing, and directing program activities and staff, and providing policy and procedural recommendations related to statewide Transit (also referred to as Mass Transportation), Rail, California Integrated Travel Project (Cal-ITP), and other related mobility initiatives. This includes oversight of customer-focused mobility solutions and the administration and program management of the Transit and Intercity Rail Capital Program (TIRCP) to expand and enhance multi-modal transportation options across California.

**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. (Employee Excellence - Collaboration, Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Equity, Integrity, 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. (Employee 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 - Innovation)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Employee Excellence - Collaboration, Equity, 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. (Employee Excellence - Collaboration, 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. (Employee Excellence - Collaboration)
- **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. (Employee Excellence - Collaboration, 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. (Employee Excellence - Collaboration, Equity, Integrity, Stewardship)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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45%	E	Provides executive leadership in shaping the short- and long-term strategic direction and policies for California's transit and intercity rail network—ensuring alignment with the State Highway System and seamless connections across the broader multi-modal transportation system. Oversees the development, evaluation, and negotiation of statewide goals, objectives, policies, regulations, standards, plans, and actions related to assigned programs. Ensures the effective and efficient administration of transit and rail funds to local, regional agencies, and rail joint powers authorities. Leads the development and implementation of Program-Level Action Plans that advance Caltrans' goals, strategic objectives, and performance measures for rail, transit, Cal-ITP, and other related mobility initiatives.
35%	E	<p>Responsible under certain state and federal law for developing and maintaining comprehensive plans and policies related to transit and rail. Provides policy leadership and strategic planning to expand sustainable, accessible mobility options throughout California. Advises the Director and Chief Deputy Director on complex technical, administrative, and priority issues affecting transit, rail, and related mobility initiatives.</p> <p>Establishes statewide strategic direction and program priorities that advance Caltrans' broader multi-modal and customer-focused policy objectives. Oversees transit and rail policies and advises District Directors, the Chief Counsel, and executive leadership on critical issues. Maintains strong collaboration and communication with district management and staff to ensure program consistency, integration, and operational alignment.</p> <p>Strengthens partnerships with local and regional agencies to deliver transit and rail plans, projects, and initiatives on and off the State Highway System. Demonstrates ongoing leadership commitment to quality by modeling continuous improvement practices, supporting required resources, prioritizing safety, efficiency, equity, and effectiveness in service delivery, and applying performance-based quality expectations in evaluations and promotions. Encourages innovation and intelligent risk management by empowering employees to identify improvements and adopt creative solutions that enhance mobility for all Californians.</p>
20%	E	Represents the Department on policy matters within the assigned program areas. Acts on behalf of the Director in coordination with Metropolitan Planning Organizations, Regional Transportation Planning Agencies, Rail Joint Powers Authorities, and a wide range of public and private stakeholders. When delegated, represents the Department before state boards, commissions, and committees, and serves as a member on assigned organizations and advisory bodies. Participates in national forums such as the American Association of State Highway and Transportation Officials (AASHTO) Council on Public Transportation and Council on Rail Transportation. Promotes high-quality customer service by proactively engaging partners, understanding their needs, and fostering open, positive communication.

<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**

The incumbent is responsible for all decisions, actions, and consequences inherent in planning, organizing and directing the activities in Transit and Rail Programs. Directly supervises a staff of CEAs and managers.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of the principles, practices and trends of public administration, organization and management, including budgeting, sound management of fiscal resources, use of management information systems, strategic business planning, and program development, management and evaluation; principles and techniques of quality management, performance improvement, team building and customer service; principles and practices of employee supervision, development training, and personnel management; the manager's role in labor relations; equal opportunity policies, formal and informal aspects of the legislative process; the mission, purpose, vision, goals, and objectives of the California Department of Transportation.

Ability to plan, direct and coordinate the work of a multi-disciplinary staff, develop and utilize all available resources; represent the Department at public hearing; reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; establish and maintain project priorities; gain and maintain the confidence and cooperation of those contacted during the course of work; consult with and advise engineers or other interested parties on a wide variety of subject matter areas; initiate or recommend changes that promote innovative solutions to meet customer needs; review and edit

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written reports.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The position is responsible for programs that directly support the Department's primary mission, the State's transportation systems to provide mobility for people, services, goods, and information. The position, its programs and offices have statewide responsibility that result in the establishment and implementation of policy regulating its functional area of responsibility. The Deputy Director exercises all of the authority, responsibility and jurisdiction vested in the Director of Transportation by law, in matters pertaining to the overall operation and management of Transit and Rail Programs.

The Deputy Director shall review, formulate, and adopt policies, direct and adopt definitions of service levels; directs and manages highly sensitive and critical rail and transit programs.

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### PUBLIC AND INTERNAL CONTACTS

Contact with all levels of management in the Department, including Districts and programs. In addition, this position has contact with and from all levels of government including other states, the federal government, other countries and the public and private sector.

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### 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.

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### WORK ENVIRONMENT

While at their base of 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 video display terminal.

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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.

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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