

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION Division of Project Delivery, District 12	
WORKING TITLE Deputy District Director, Project Delivery	POSITION NUMBER 912-100-7500-001	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 District 12 Director, the incumbent is responsible for developing and implementing policies and procedures for the District 12 Project Delivery offices, including Construction, Construction Administration, Design, Design 2, Right of Way and Right of Way Engineering and Corridor Project Management. Responsible for ensuring safety and health principles are adhered to, and for ensuring successful delivery of all assigned transportation projects to meet performance goals' committed scope, budget and schedule. Responsible for overseeing assigned resources; ensuring managers, supervisors and staff adhere to policies and procedures related to productivity, training, personnel matters, and appropriate and efficient staff assignment; developing and tracking efficiency and productivity measures; and communicating issues with stakeholders verbally or in writing. Collaborate with other District and Headquarters managers on policy matters.

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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Develop and implement policies and procedures to direct staff assigned to deliver or oversee implementation of transportation projects. This includes managers, supervisors and staff in the Offices of Construction, Construction Administration, Design, Design 2, Right of Way and Right of Way Engineering, and Corridor Project Management. Work cooperatively with other managers including Planning, Operations and Maintenance, Environmental Analysis, Administration and Strategic Portfolio Management to ensure delivered projects meet the Department's Mission, Vision and Goals, and meeting established performance outcomes, within budget, scope and schedule. Responsible for managing assigned resources including positions, personal service dollars, operating expenses, and Architectural and Engineering (A&E) resources, and closely monitor expenditure to ensure they are within allocated resource. Develop short and long term policies and strategic plans relative to all facets of subordinate project delivery offices. Resolve highly sensitive issues with the District Director that may involve other transportation entities and/or local elected officials.
35%	E	Ensures project delivery commitments are accomplished whether performed by support staff or through consultants and contractors. Identify and manage delivery risks in collaboration with internal or external stakeholders. Partner with internal or external stakeholders on decisions related to project issues, including design flexibility to ensure projects meet goals and objectives of the Department, including multi modal transportation network, inclusive of complete street elements. Work with Office Chiefs to resolve project issues or personnel matters in accordance with policies. Represent the District in meetings with federal, state, regional and local agencies concerning the scope and content of the District's capital outlay programs.
20%	E	Confer with headquarters staff and other deputy district directors on difficult technical or administrative matters and is responsible for directing resolution of highly technical or politically sensitive issues impacting transportation projects. Actively participate as a member of the District's executive management team and contributes toward the strategic planning and leadership of the District's overall program. Advise the District Director, Deputy District Directors and other managers on project delivery issues related to Construction, Design, Right of Way, or Innovative Project Delivery, including Design Build or Construction Manager/General Contractor. Collaborate with Project Managers to assign appropriate resources to successfully execute projects throughout the various project delivery phases. Present projects and technical issues to stakeholders including internal or external partners, local or regional councils or boards.

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

Provides direct supervision to the District Office Chiefs for Construction, Construction Administration, Design, Design 2, Right of Way and Right of Way Engineering, and Corridor Project Management.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Ability to plan, supervise, and direct the activities of others, communicate effectively in written and oral forms, implement policy, formulate and implement procedures, and negotiate effectively with federal, state, regional and local agencies.

Knowledge of the principles and practices of project and organizational management; cost and schedule control measures; departmental directives, personnel and financial management and the functions of Federal, State and local agencies in the area of transportation funding and legislation affecting transportation funding.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent makes decisions regarding policy and procedural matters that will impact the development and delivery of transportation projects. The incumbent will make decisions on complex technical design issues, which may also be politically sensitive. Errors in judgment could result in failure to meet established standards and non-delivery of scheduled projects, resulting in loss of funds, and loss of credibility with federal, state and local agencies and the public.

PUBLIC AND INTERNAL CONTACTS

The incumbent must develop and maintain effective partnerships with federal, state, regional and local agencies regarding District 12 transportation projects, delivery issues and other politically sensitive initiatives. The incumbent must establish and maintain good working relationships with management staff of corporate headquarters and the management teams of other districts.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Create and sustain an organizational culture that encourages others to provide the quality of service essential to high performance. Must understand linkages of competencies with mission needs. Must consider and respond appropriately to the needs, feelings, and capabilities of a diverse workforce in various situations.

WORK ENVIRONMENT

While at the base of operation, the Deputy District Director will work in a climate-controlled office under artificial light. There will be occasional fluctuations in building temperature. The Deputy District Director will work in an office and will periodically attend meetings and/or training outside the office.

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