

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION Data and Digital Services/Transit and Rail Programs	
WORKING TITLE Division Chief; Data and Digital Services	POSITION NUMBER 900-064-7500-600	REVISION DATE 03/13/26

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 Deputy Director of Rail & Transit Programs (TRP), the Data and Digital Services (DDS) Division Chief serves as the supervising member for TRP's digital transformation, and will direct, lead, and coordinate the necessary business process re-engineering, user and customer experience, service design, and data engineering teams in an effort to transition TRP to the digital age up to evaluating technologies and selecting them in partnership with Caltrans Information Technology (IT). The incumbent will look for the best and most efficient ways to architect and implement the transformation in consultation with Caltrans Districts, Divisions, local and regional agencies and other Caltrans stakeholders. The incumbent will also lead the development and implementation of California Integrated Mobility Program (CIM) and Grants Modernization project.

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, Prosperity, Employee Excellence - Collaboration, Innovation, People First, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Collaboration, Integrity, Stewardship)
- **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, Employee Excellence - Innovation, Integrity, Pride)
- **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, Prosperity, Employee Excellence - Collaboration, Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, 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, Prosperity, Employee Excellence - Innovation, Integrity, People First, Pride, Stewardship)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Pride)
- **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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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35%	E	Serves as the Data and Digital Services lead – develops the short and long-term strategic direction for the development and implementation of the Data and Digital Services within the Transit and Rail Programs. Provides direction and strategic objectives and support for implementation of grant modernization activities within the Transit and Rail Programs. This includes implementing the collection, storage, processing, and analysis of modal transportation data, ensuring its quality, integrity, and accessibility consistent with the policies adopted by Data Governance. Works with internal and external stakeholders on appropriate reporting requirements.
35%	E	Manages the California Integrated Travel Project (Cal-ITP) project. Coordinates with the California State Transportation Agency in the administration of the Cal-ITP, which is an initiative aimed at making riding by bus and train simpler and more cost effective for providers and customers. Cal-ITP is developing a single, interoperable system that allows riders to plan, pay, and access services across multiple transportation agencies through a single platform. This includes modernizing payment methods, improving user interfaces, and enhancing coordination between regional and local transit systems to provide a more efficient, convenient, and equitable transportation experience. The incumbent will create policies and procedures for the development, delivery, and reporting of initiatives supporting CIM. Responsible for the development and implementation of policies and procedures to monitor program delivery metrics and performance measures.
20%	E	Oversees the development of data tools and metrics to assist staff with project evaluation and funding performance and alignment with Department policies. Clearly communicates project goals and develops plans towards achieving those goals. Collaborates with internal and external stakeholders in development of standardized and ad hoc reports. Collaborates with internal stakeholders to identify, develop and implement data-oriented solutions to long standing and anticipated challenges.
10%	E	Manages the program leadership, organizational structure, and employee development opportunities to cultivate a diverse and engaged workforce and achieve the mission, goals, and responsibilities of the DDS and CIM programs. Represents and serves as the delegate for the Deputy Director of Transit and Rail Programs as needed.

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

The incumbent is responsible for all decisions, actions, and consequences inherent in planning, organizing and directing the activities in the Division of Data and Digital Services. Directly supervises a staff of CEAs.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be knowledgeable of the Caltrans mission, vision, goals, and programs, laws, rules, and policies of the federal government and the State of California. 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 government on a wide variety of complex issues affecting Caltrans. Must be able to perform effectively under rigid time constraints and pressure.

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.

Errors in judgement and/or execution in this role could have negative impacts on Caltrans' reputation with its Districts, Divisions local agency customers and the public. The incumbent must have a firm understanding of when and how to escalate issues. Lack of concern for and attention to programs and/or customers could result in a loss of funding or workload slow down or stoppage.

PUBLIC AND INTERNAL CONTACTS

The position has direct contact with all levels of management in Caltrans, members of the California State Transportation Agency, Federal, State, and local entities as well as transit organizations, interest groups and the general public.

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 daily priorities in response to new information, priorities, and unexpected obstacles, multi-task effectively, interact with various levels of staff in a cooperative manner, be decisive, take appropriate actions, and respond to requests with short notice. The incumbent should be able to deal effectively with pressure, maintain focus, yet remain optimistic and persistent

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under adversity. The incumbent must act in a fair and ethical manner, demonstrate commitment to public service, develop organizational improvements, foster a creative and innovative work environment, be willing to take intelligent risks, and value equity and diversity in the workforce.

WORK ENVIRONMENT

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position. 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 headquartered location will be the responsibility of the selected candidate.

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