

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Research Data Supervisor II	OFFICE/BRANCH/SECTION ODST/Enterprise Geospatial Products and Service	
WORKING TITLE Chief, Geospatial Enterprise Operations Branch	POSITION NUMBER 913-155-5737-001	REVISION DATE 07/01/2026

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 a Supervising Transportation Surveyor, the incumbent provides strategic and operational leadership for the department's enterprise-level geospatial program. The incumbent plans, organizes, supervises, and directs multidisciplinary staff responsible for the development, maintenance, governance, and delivery of statewide geographic information system (GIS) datasets, mapping products, web mapping solutions, field data collection workflows, enterprise geospatial applications, and geospatial data analytics. These activities are complex, high-visibility, and integral to statewide transportation planning, asset management, operations, and decision-making. As a supervisor, the incumbent leads workforce development, sets priorities, allocates resources, and ensures staff have the tools, training, and support needed to deliver high-quality geospatial products and services. The incumbent establishes and monitors branch performance measures, ensures compliance with statewide data governance policies and standards, and oversees coordination with IT partners on enterprise GIS infrastructure, licensing, security, and system performance. The incumbent serves as a statewide champion for Caltrans' GIS program, representing the department's geospatial interests to internal functional units, districts, and divisions; collaborating with local, regional, state, and federal agencies; and engaging with the general public and external partners. The incumbent promotes innovation, advances enterprise GIS maturity, and ensures geospatial data, tools, and services are accessible, authoritative, and aligned with departmental strategic goals.

CORE COMPETENCIES:

As a Research Data Supervisor II, 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 - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Pride)
- **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. (Employee Excellence - Collaboration, 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. (Equity - Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Equity, Pride)
- **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. (Equity - Integrity, Pride)
- **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, Pride)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Equity - Collaboration, Equity)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Equity, Employee Excellence - Collaboration, Integrity)

TYPICAL DUTIES:

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

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35%	E	Provides comprehensive leadership and supervision for branch staff by guiding performance management, professional development, workflow coordination, and policy compliance. Oversees the planning, execution, and quality assurance of research, data retrieval, archiving, and geospatial data management activities. Fosters an innovative, collaborative, and growth-oriented team culture by promoting continuous improvement, supporting staff through challenges, and ensuring they have the tools, training, and resources needed to excel in delivering high-quality enterprise geospatial products and services.
30%	E	Plans, schedules, and manages the work of branch staff engaged in a wide range of enterprise geospatial activities, including geospatial data development and maintenance, creation and configuration of web maps and geospatial applications, publishing and administration of web and image services, GIS mapping and spatial analysis, records management in accordance with the Division's Records Management Plan, and oversight of consultant-led geospatial services. Ensures workloads are aligned with program priorities, technical standards, and enterprise governance requirements. Works collaboratively with both GIS and non-GIS staff across functional units, divisions, and districts to coordinate project needs, resolve technical issues, and support the successful delivery of enterprise geospatial products. Participates in meetings related to assigned projects, clearly communicates technical and operational updates, and provides timely progress reports to management. Performs task management for all assigned work to ensure quality, timeliness, and compliance with established procedures and project objectives.
10%	E	Serves as the Contract Manager for the Offices GIS contracts, providing comprehensive oversight of all consultant-delivered geospatial services. Ensures procurement activities—including scope development, contract initiation, amendments, and task order approvals—are conducted in accordance with State and departmental policies. Monitors consultant performance, verifies deliverable quality, and ensures contractors are accountable for project schedules, technical requirements, and all associated charges. Maintains accurate documentation, validates invoices, and proactively addresses issues to ensure contract resources are used effectively and support the successful delivery of enterprise GIS projects.
10%	E	Responsible for coordinating the acquisition, renewal, and management of IT software licenses, hardware, and general commodities. This involves preparing and submitting Requests for Quotes (RFQs) and Requisitions (RQS), ensuring compliance with DPAC policies and fiscal-year timelines, validating funding availability, and maintaining required documentation for IT goods, non-IT goods, and service contracts. Responsibilities also include monitoring vendor deliverables, managing maintenance renewals, addressing procurement delays, and coordinating with IT, DPAC analysts, vendors, and internal stakeholders to support timely execution.
10%	E	Prioritizes branch workload by assessing current and future GIS needs and determining the staff, resources, and time required to deliver geospatial products and services. Monitors progress toward milestones to ensure timely completion and alignment with program goals. Ensures all work complies with the Caltrans Safety Manual, Telework Guidelines, Director's Policies, and Deputy Directives. Represents the Division in meetings by clearly presenting and advocating for the Office's work. Communicates technical information in an accessible way, gathers feedback, and strengthens partnerships with internal programs, districts, leadership, and external agencies.
5%	M	Performs other job-related duties within the scope of the classification as assigned.

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

This position supervises staff performing a variety of geospatial and data analytics activities. Full responsibility for decisions and actions and responsible for all work completed by subordinate staff. Responsible for providing direction, establishing work priorities, assigning projects, scheduling and assigning work, and managing assigned resources and workload to produce quality results in an efficient and qualitative manner.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Ability to set and manage project priorities; allocate and use resources effectively; review staff work and provide constructive supervisory feedback; delegate tasks to ensure projects are completed on time and within budget; and oversee projects to ensure deliverables meet schedule, budget, and legal requirements. Able to manage team workload to meet unit objectives and apply project-management techniques to plan, adjust, and monitor timelines. Skilled at writing clear reports and objectively reviewing others' work; analyzing situations thoroughly before determining actions; and promoting equal employment opportunity and a work environment free of discrimination and harassment. Able to translate departmental policy and strategic goals into actionable insights using GIS visualization; evaluate the impacts of program, process, or policy changes; design research projects creatively; develop sound research methodologies; and conduct and interpret statistical analyses using appropriate

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software to support conclusions and recommendations.

Knowledge of GIS tools and techniques (especially Esri); data analytics concepts; project-management and supervisory techniques; and Caltrans Director's Policies and Deputy Directives. Understanding of supervisory principles for directing staff, planning workflows, and managing program timelines and milestones. Knowledge of confidentiality requirements; public-administration functions such as budgeting, personnel, program planning, evaluation, and management; and state and local government operations affecting departmental research. Familiarity with employee supervision, development, evaluation, and training; problem-solving methods; leadership principles for motivating staff and supporting equal employment opportunity; and maintaining a workplace free of discrimination and harassment. Knowledge of complex database design for research and of project-management principles for defining schedules, tasks, milestones, and deliverables.

Analytical Requirements:

Incumbents lead and perform a wide variety of difficult and complex GIS technical work and exercise independent judgment. Since requests vary greatly, the incumbent has the responsibility to determine what procedure will be used to safely and efficiently accomplish assignments.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Full responsibility for decisions and actions and responsible for all work completed by subordinate staff. Errors during the course of work may lead to delays, increased costs, waste of public resources and exposing the State to various liability claims. Errors in created products may negatively impact the credibility of the Department.

PUBLIC AND INTERNAL CONTACTS

Incumbent will have contact with all Programs, Divisions, and Districts within the Department. Also, may deal with city, county, state and federal officials as well as non-governmental organizations or the public.

Provide responsive high quality courteous service to State employees and coworkers, representatives of outside agencies, consultants and contractors, and members of the public. Providing accurate and complete up to date information and products, in a timely manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to stay in the stationary position for long periods of time while driving, during meetings or using a keyboard. Ability to stay calm during employee confrontations. Incumbent must be able to clearly evaluate the work of others without personal bias. Analytical skills are also required in project analysis.

Mental/Emotional: Ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Ability to work under pressure. Ability to analyze raw data, reason logically, recognize problems, develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision-making.

WORK ENVIRONMENT

Incumbent must be able to work in the field and office environment with people of many personality types. Requires the ability to work in a variety of weather conditions, able to sit or stand for long periods of time, and able to go on occasional field visits.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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.

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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
