

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION District 8/Division of Right of Way & Land Surveys	
WORKING TITLE Deputy District Director, Right of Way & Land Surveys	POSITION NUMBER 908-400-7500-XXX	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 Director, the incumbent is responsible for district policy development and implementation, management, direction and coordination of the operations of the Division of Right of Way & Land Surveys. Makes final decisions related to the development of complex transportation projects prepared by district staff, local agencies, and/or consultant staff. Accountable for delivery of quality, timely, and cost effective construction projects. Recommends, develops, and implements policies and procedures to establish work standards and implements work priorities for the division; organizes and directs the activities of staff; resolves highly technical or 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, 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)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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40%	E	<p>Develops and implements policies required to lead the District's Division of Right of Way & Land Surveys. Provides direction on operating procedures, implementation of programs, and management techniques impacting the goals and objectives of the division's strategic plan. Participates in policy development to guide transportation plans, programs, and projects. Participates in the development of statewide technical policies by providing expert advice and input to all levels of department management. Responsible for meeting the district's project delivery goals and milestones, as well as assisting local agencies deliver their projects.</p> <p>Represents the district and makes decisions on behalf of Caltrans with local elected officials, state, federal, and county government agencies, including staff at the executive level, transportation commissions, consultants, external partners, and all levels of department staff at the district and headquarters levels. Represents the department at public hearings/meetings on sensitive political issues.</p>
35%	E	<p>Plans, organizes, directs and evaluates the business activities of the division. The incumbent develops and implements key policy and organizational changes, guidelines, and procedures to ensure accountability and responsibility for project development and delivery. Ensure the district is in compliance with federal, state, and local laws, rules, and regulations related to project design, and established departmental plan, specification, and estimate guidelines.</p> <p>Establishes goals and objectives for the division, and regularly monitors and measures the progress of meeting established goals and objectives. Responsible for ensuring all required analysis is completed on all district project designs so that issues are resolved and project deadlines are met. Establishing and implementing district policies related to design and project analysis and impacts on projects from inception to completion, which includes addressing transportation-related disparities in under-served communities on all new projects. Responsible for recommending and implementing program development and improvement, resources, staffing and program budget.</p>
15%	E	<p>Represents Caltrans in meetings and dealing with federal, state, regional and local agencies concerning project design and delivery, project impacts to the community and local businesses, cost, schedule, and scope of projects. Confers with corporate headquarters staff and other deputies on difficult technical, budget or administrative matters, and is responsible for resolution of issues that maximize delivery of projects within scope, on time, and under budget.</p>
10%	E	<p>Advises the District Director on all matters related to the Division of Right of Way & Land Surveys, and is responsible for direct resolution of highly technical and politically sensitive issues impacting transportation projects. Participates as a member of the district's Executive Team by contributing, developing, and implementing the strategic plan and leadership of the district, as well as developing, formulating, and establishing district policies. Develops, coaches, and trains staff through effective leadership, delegates work assignments, evaluates performance of subordinates, determines training needs and succession planning, and addresses personnel issues in the division.</p>

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 Deputy District Director directly manages a team of Supervising Right of Way Agents and Supervising Transportation Surveyor, and indirectly supervises and provides oversight to the Division of Right of Way & Land Surveys, which consists of multi-disciplinary staff performing a variety of right of way and land surveying activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be knowledgeable of the California Department of Transportation (Caltrans) mission, vision, goals, and programs; laws, rules, and policies of the state of California and federal highway policies, guidelines, and standards; knowledge of laws, regulations, and implementing guidelines pertaining to the various phases of transportation engineering and systems planning, and factors that impact transportation facilities on the environment, community, and economy; thorough knowledge of the Statewide Transportation Improvement Program and local agency process. Must be able to communicate effectively both verbally and in writing, and be able to speak on behalf of the department in response to the steady flow of inquiries from interested citizens, legislators, other state agencies, and federal, state, and local government on a wide variety of complex transportation issues affecting the district and department. Must be able to perform under rigid time constraints and pressure. The incumbent must possess technical expertise; ability to establish and maintain positive relationships with internal and external partners and stakeholders; ability to establish and/or contribute to district and department policy is essential to ensure project delivery; personnel management techniques; and a manager's role in the department's Equal Employment Opportunity (EEO)

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program.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for the overall policies, direction setting, and priority establishment for the development of management and staff in the Division of Right of Way & Land Surveys. Provides the guidance and strategy for preparing recommendations on district matters and decisions. Expert advice to top management is essential to avoid errors that could expose Caltrans to criticism from the legislature and seriously restrict the operating capability and flexibility of Caltrans. Errors in any of the above areas could have a substantial impact on the department's ability to deliver its work program and schedule, and result in a loss of resources and funding at the federal, state and local levels.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employee's confidential information, including but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage the department's reputation as a secure and confidential organization, may result in employee grievances or lawsuits, and pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

The incumbent represents Caltrans in meetings and dealings with federal, state, regional and local agencies concerning the scope of the district's transportation program. The incumbent must establish and maintain good working relationships with management and staff at all levels in HQ, other divisions, and other districts. In addition, the incumbent's activities and those of the Division of Right of Way & Land Surveys involve interaction with the general public and the impacts of transportation projects and actions on individuals and communities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit and use a computer/keyboard and various computer programs for an extended period of time in the day-to-day execution of assigned job duties. Must have the ability to multi-task, adapt to changing priorities, and complete tasks or projects with short notice. Must be open to change and new, creative, and innovative methods of completing work. Must be able to sustain mental activity for problem solving, responding logically, and analyzing and reasoning. Must be able to recognize emotionally charged issues, problems, or difficult situations and respond tactfully and professionally, and maintain complete confidentiality. Must be able to develop cooperative relationships, and behave in a fair and ethical manner towards others and demonstrate responsibility and commitment to public service.

WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office with natural and artificial lighting, and may experience periodic episodes with office temperature due to fluctuating building temperatures. Incumbent may also be required to travel to and from field office locations throughout the district office boundaries, including other district office locations, headquarters and the state. Travel may consist of driving, flying in an airplane, and/or both, and occur outside normal work hours.

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. Employees may be required to conduct business travel on behalf of the department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources 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