

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION District 6/Administration	
WORKING TITLE Deputy District Director, Administration	POSITION NUMBER 906-001-7500-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 Deputy District Director, Administration, is responsible for directing all of the administrative support programs within the Division of Administration. The incumbent provides direct control and supervision over all administrative functions, including the Offices of Resource Management, Business Management Services, Performance Support, and Safety and Health. The incumbent is a member of the district's Executive Team and provides guidance and advice on specific rules and practices, specifically in the areas of hiring, progressive discipline, labor relations, organizational structure, and performance management. The Deputy District Director, Administration, organizes and directs the activities of staff; resolves highly technical or sensitive problems and administrative and personnel matters; and 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, Employee Excellence - Equity, Innovation, People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (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, Stewardship)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Employee Excellence - Collaboration, Equity, 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, People First)
- **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 - Equity, People First, 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. (Employee Excellence - Collaboration)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Employee Excellence - Equity, Integrity, 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. (Employee Excellence - Collaboration, Pride, Stewardship)

**TYPICAL DUTIES:**

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

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

45%	E	<p>The Deputy District Director, Administration, is the primary policy advisor to the District Director on matters related to the administrative services functions of the district including but not limited to overall resource management, policy development, communication effectiveness, quality control of administrative support, labor relations issues, personnel and legal, facilities issues, and overall district staff development. Responsible for developing the short- and long-term goals, policies, and strategic plan relative to all facets of administration within the district. Participates in the district's action plans that include the department's goals, strategic objectives, strategies, and performance measures. Provides direction on operating procedures, implementation of programs, and management techniques impacting the goals and objectives of the division's strategic plan. Resolves with the District Director highly sensitive issues that may involve resource distribution and highly sensitive and confidential personnel matters, effective performance management, progressive discipline, discrimination complaints, and labor relations issues. Is the District settlement authority for employment matters.</p>
30%	E	<p>The Deputy District Director, Administration, directs and manages the district's Administration Division and Program. Develops and establishes district policy, procedure, and evaluation criteria to ensure district resource management activities are performed within departmental policy direction and program goals, including position management, hiring, purchasing, and fund certification. Monitors performance and ensures resource expenditures remain within allocations while meeting program objectives. Oversees and manages facilities and real property for the district. Responsible for overseeing and managing the district's safety programs, including the Illness and Injury Prevention Plan, worksite guidelines, and the district's telework program. Develops, coaches, and trains staff through effective leadership, delegates work assignments, evaluates performance of subordinates, determines training needs and succession planning.</p>
25%	E	<p>Participates as a member of the district's Executive Team by contributing in the District's strategic plan and leadership of the district, as well as developing, formulating and establishing district policies. Partners with Headquarters' Administration Program Divisions to develop consistent processes and procedures and effective implementation and management of delegated district responsibilities. Effectively collaborates with other Central Region Districts for consistent implementation and enforcement of policies and guidelines. Participates in committees and meetings as district and/or district Administration representative. Provides for coordination with Caltrans Legal and Law Enforcement on security and criminal issues.</p>

<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 Deputy District Director directly manages a staff of Staff Services Manager IIs, the district's Safety and Health SSM I, Equity

Provides direct management and supervision to two Staff Services Manager IIs, two Executive support staff, the Safety and Health SSM I, and oversees the activities of the Administration program in the District.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Requires a broad knowledge of principles, practices, policies, laws, rules and regulations affecting the full range of administrative functions and organizations. Also requires comprehensive knowledge of all other functions within the District and the

Department; should be familiar with modern technology and its application in Caltrans; must be an effective communicator and innovator. Represents the Department effectively in a variety of complex and sensitive issues.

The ability to maintain liaison, communication and cooperative relationships on interdepartmental levels, make effective oral presentations and speeches at meetings, hearings and public functions.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The employee is fully responsible for personal decisions, as well as for decisions made by subordinate staff. Poor decisions on the part of the incumbent and/or those he/she directs may result in costly errors in all functional areas of the district's Planning program. Errors in judgment could result in civil and/or department lawsuits, inefficient use of public funds, failure to meet budgeted programs, jeopardize meeting project deadlines, negatively impact the department's image, jeopardize the safe and efficient operation of the highway and related systems, loss of program funding, and injuries or delays to the traveling public and Caltrans employees.

The DDDA works with a wide range of individuals, employees, public organizations and elected officials. In this capacity, the person is required to make sensitive and diplomatic decisions consistent with state policy.

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

**PUBLIC AND INTERNAL CONTACTS**

The position's responsibilities require contact with top management and leadership in the Department. Additionally, other governmental agencies and departments at the federal, state and local levels, special interest groups representing both private citizens and industry and contact with the Governors Office, elected officials, Transportation Agency, the California Transportation Commission, and legislators and their staff.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The employee must 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 project tasks or projects with a short notice. The employee must be able to deal effectively with pressure, maintain focus and intensity, yet remain optimistic and persistent, even under adversity. The incumbent must be able to travel in-state and out-of-state.

The employee 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.

**WORK ENVIRONMENT**

While at the base of operation, the employee will work in the climate-controlled office under artificial light and may work for long period of time on a personal computer. Incumbent may be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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

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

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.