

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION Headquarters/Project Delivery	
WORKING TITLE Deputy Director, Project Delivery (Chief Engineer)	POSITION NUMBER 913-016-7500-003	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the Director/Chief Deputy Director, the incumbent is responsible for planning, organizing, directing activities of staff, making recommendations regarding changes in policy and procedures in those areas affecting the following programs: Construction, Design, Engineering Services, Environmental Analysis, Project Management and Right of Way and Land Surveys. Incumbent serves as Caltrans' Chief Engineer.

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. (Cultivate Excellence - Engagement, Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity)
- **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. (Cultivate Excellence - 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. (Safety First - Innovation)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation)
- **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. (Cultivate Excellence - Engagement, Innovation)
- **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. (Cultivate Excellence - Engagement)
- **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. (Cultivate Excellence - Engagement, Innovation, Integrity)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

40%	E	Develops the short and long term strategic direction and policies for the project delivery programs of the state transportation system. Directs the development, evaluation, negotiation, recommendation and resolution of the statewide goals, objectives, policies, regulations, standards, plans and actions that are the responsibilities of the assigned programs. Responsible for Environmental, Right Of Way and Land Surveys, Design, Construction, and other engineering functions to improve the highway system in a way which maximizes public safety infrastructure preservation and operational efficiency. Coordinates, organizes, and/or directs the policies, standards and guidance activities required for developing and constructing transportation projects on the State Highway System funded by the State Transportation Improvement Program, Local Sales Tax Measures and other state and local sources.
35%	E	Responsible for independent policy development and implementation on a statewide level in all Environmental, Design, Project Management, Construction, engineering Services and Right Of Way and Land Surveys activities. Establishes statewide goals, objectives, policies, regulations and standards to guide the Department's engineering, environmental analysis and right of way and land surveys efforts. Confers with the Director/ Chief Deputy on difficult technical and administrative matters, as well as departmental priorities. Establishes the strategic direction and priorities for the programs. Works with the other department programs to ensure an operations perspective on all departmental policy, and sets policy for Project Delivery. Maintains necessary functional liaison with district management and staff. Ensures that departmental standards for each functional areas are consistently and uniformly applied throughout the State. Promotes effective partnerships with local partners involved in transportation improvement projects on the State Highway System. Provides a personal commitment to a viable quality effort by acting as a role model, using quality tools on a daily basis, ensuring that quality, effectiveness, efficiency and safety are incorporated into the delivery of all departmental services and products, supporting the resources needed for these efforts, using quality as a criteria in performance evaluations and promotion. Promotes intelligent risk management practices and appropriately instituting employee suggestions for improvement process/mechanism that foster innovation.
25%	E	Represents the Department in contact with local, state and federal agencies, industry representatives, special interest groups, the legislature and the public concerned with maintaining the existing transportation infrastructure and increasing the capacity of existing transportation systems. Represents the Department and participates in technical and emerging issues and national engagement with committees and organizations such as the Transportation Research Board, American Association of State Highway and Transportation Officials, and industry representatives as well as the general public. Ensures quality customer service to all clients in working to identify and assess their needs. Provides personal commitment to positive communication.

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 Project Delivery. Directly supervises a staff of Division Chiefs and administrative assistant.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: the principles, practices and trends of public administration, organization and management, including budgeting, sound management of fiscal resources, use of management information systems, strategic business planning, and program development, management and evaluation; principles and techniques of quality management, performance improvement, team building and customer service; principles and practices of employee supervision, development training, and personnel management; the manager's role in labor relations; equal opportunity policies, formal and informal aspects of the legislative process; the mission, purpose, vision, goals, and objectives of the California Department of Transportation.

Ability to: plan, direct and coordinate the work of a multi-disciplinary staff, develop and utilize all available resources; represent the Department at public hearings; reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; establish and maintain project priorities; gain and maintain the confidence and cooperation of those contacted during the course of work; consult with and advise engineers or other interested parties on a wide variety of subject-matter areas; initiate or recommend changes that promote innovative solutions to meet customer needs; review and edit written reports.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The position is responsible for programs that directly support the Department's primary mission to provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability. The position, its programs and offices have statewide responsibility that results in the establishment and implementation of policy regulating its functional area of responsibility. The Deputy Director exercises all of the authority, responsibility and jurisdiction vested in the Director of Transportation by law, in matters pertaining to the overall operation and management of Project Delivery.

The Deputy Director shall review, formulate, and adopt policies, direct and adopt definitions of service levels; direct and manage highly sensitive and critical programs; manage project development resources, and serve as a member of the Department's Executive Board.

PUBLIC AND INTERNAL CONTACTS

Contact with all levels of management in the Department, including Districts and programs. In addition, this position has contact with and from all levels of government including other states, the federal government, other counties, and the public and private sector.

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 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 tasks or projects with a short notice. The incumbent should be able to deal effectively under pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The incumbent shall act in a fair and ethical manner towards 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

The position is located in the Sacramento Headquarters office, which is climate-controlled and under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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PM-0924 (REV 01/2022)

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.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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