

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervisor I	OFFICE/BRANCH/SECTION Exec/Administration	
WORKING TITLE Chief Executive Liaison	POSITION NUMBER	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 the Chief Deputy District Director, and reporting to the Assistant Division Chief of Compliance Management, the Chief Executive Liaison serves as a key managerial position within the District 4 Executive Office. The incumbent provides high-level executive support to the Chief Deputy District Director and oversees administrative support operations for all Deputy District Directors (DDD's), including Executive Support Staff. The position requires a high degree of confidentiality, diplomacy, independent judgment, and leadership, coordinating executive communications, district-wide initiatives, strategic alignment, and high-visibility administrative functions. The Chief Executive Liaison manages executive processes, tracks district-wide priorities, oversees correspondence flow, facilitates stakeholder communication, and ensures seamless coordination across the Executive Team, Headquarters, regional partners, and external agencies. The incumbent exercises full supervisory authority over analysts and staff responsible for scheduling, communications, workflow coordination, and administrative support to DDDs. This position is responsible to provide support and back-up coverage to the Chief of Staff.

CORE COMPETENCIES:

As a Supervisor I, 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Equity, 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. (Equity, Prosperity - Collaboration, Integrity, People First, Stewardship)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Equity, Prosperity - Collaboration, Integrity, People First, 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, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Prosperity, Employee Excellence - Collaboration, People First, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Prosperity, Employee Excellence - Collaboration, Integrity, People First, Pride, Stewardship)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, People First, Stewardship)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Equity, Prosperity - Innovation, Integrity, People First, 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. (Equity, Employee Excellence - Equity, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

40%	E	The incumbent is responsible for coordinating daily operations on behalf of the Chief Deputy District Director, ensuring alignment of work across the Deputy District Directors and executive leadership. The role provides high-level administrative and executive support by preparing the Chief Deputy for meetings, developing materials, summarizing issues, and identifying key decision points. The Chief Executive Liaison conducts research, prepares analyses and responses, develops briefing materials, and briefs executive leadership on statewide transportation-related policies and programs. The incumbent manages executive priorities, tracks district-wide initiatives, ensures timely completion of action items, and serves as the central liaison between the Executive Office, internal divisions, Headquarters, regional partners, and external agencies. This position requires independent judgment, the ability to work quickly and accurately, and strict adherence to confidentiality when handling sensitive and high-visibility matters. Incumbent is responsible to provide support and back-up coverage to the Chief of Staff.
25%	E	Represents the Executive Office in meetings with Deputy District Directors, external agencies, community partners, and legislative offices. Oversees development, review, and quality control of executive correspondence, talking points, briefing packets, and public-facing communications. Coordinates closely with External Affairs to ensure message consistency and support district-wide communication strategy. Serves as the primary point of contact in the Chief Deputy District Director's absence to ensure continuity of operations. Troubleshoots emerging issues, provides timely responses, and escalates matters appropriately. Develops and approves presentation materials, data visualizations, briefing documents, and reports. Incumbents is responsible to oversee and/or manage Executive Office events, with the assistance of the District 4 Event Committee; coordinates and monitors responses to internal and external inquiries. Develops complex presentation materials including charts, graphs and other data representations and is responsible for quality review and approval of all reports, documents and briefings presented to the Chief Deputy District Director.
20%	E	Leads planning and facilitation of weekly Executive Team meetings, including agenda development, briefing preparation, and action item tracking. Ensures executive leadership is fully prepared for engagements through tailored briefings and strategic information packages. Oversees logistics for internal and external meetings, events, and agency collaborations.
10%	E	Exercises full supervisory authority over analysts and administrative staff supporting Deputy District Directors and Executive Office operations. Establishes workload standards, assigns and monitors tasks, evaluates performance, and provides coaching, mentoring, and feedback. Standardizes and streamlines administrative processes for scheduling, correspondence, records management, and project tracking. Ensures coordinated and consistent administrative support for Executive Team. Guides staff in preparing materials, monitoring deadlines, and effective communication across organizational levels. Conducts onboarding processes and quality review of administrative work product.
5%	M	Supports the Chief Deputy District Director with complex travel arrangements and documentation. Provides research, analysis, and consistent monitoring of high-priority Executive Office projects. Completes special assignments requiring advanced analytical skills, judgment, and discretion. Completes special projects assigned by leadership and provides support across District programs as operational needs arise.

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 exercises full supervisory authority over administrative staff supporting the Deputy District Directors and Executive Office operations. Responsibilities include hiring, performance evaluations, training, workload oversight, and day-to-day direction.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must possess a comprehensive understanding of the Caltrans mission, organizational structure, statewide priorities, and transportation policy environment; demonstrate the ability to interpret and apply high-level departmental policies and procedures, as well as the Federal and State laws and regulations that shape California's transportation programs; general working knowledge of transportation planning practices, including rail, transit, local assistance, research functions, and effective public engagement processes. Must the principles and trends of public and business administration, including budgeting, personnel management, program evaluation, strategic planning, and organizational analysis. Demonstrate knowledge and ability of sound supervisory practices, including staff development, training, and performance management. Possess general knowledge of the legislative process, governmental structures at State and local levels, and the Department's goals, policies, and Affirmative Action Program, including supervisory roles and responsibilities in support of Equal Employment Opportunity (EEO) objectives. Strong demonstration of analytical skills, with the ability to evaluate complex policy issues, identify solutions, and recommend appropriate actions. Ability to facilitate discussions, gather information, and collaborate with internal and external partners

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

Effectively and efficiently compile, interpret, and present data and communicate in clear written, visual, and oral formats. Ability to work collaboratively across interdisciplinary teams, demonstrate ability to build strong, partnerships and productive professional relationships. Ability to proficiently manage multiple assignments, and consistently demonstrate strong organizational skills in a fast-paced environment, and meet critical deadlines. Demonstrate understanding of broader social, political, economic, and environmental contexts affecting transportation decisions and ability to apply and convey awareness when assessing impacts. Demonstration of proficient skill in use of Microsoft Office and other executive-level communication and productivity tools.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Chief Executive Liaison exercises independent judgment in managing executive operations and supervising staff. Decisions made in this role must be accurate, timely, and well-reasoned, as errors in judgment, analysis, or communication can result in delays, potentially negative reputation and loss of integrity, diminished confidence in executive leadership, or adverse impacts on district-wide policy implementation. The position requires initiative, proactive approach, and a high level of accountability, as missteps may lead to significant delays in project delivery, increased costs or potential litigation, disruptions to internal and external operations within District 4 and the Department, or a loss of public trust in Caltrans as a responsible public agency.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent interaction with District leadership, Deputy District Directors, Headquarters staff, governmental agencies, community organizations, high-level officials and their teams. Engages regularly with managers and staff across District programs, external partners, and state, regional, or local agencies, as well as members of the public. Professionalism, tact, diplomacy, and discretion are essential in all communications and interactions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to manage high-volume workloads and competing priorities, along with balancing concurrent assignments while demonstrating the ability to quickly re-prioritize in a fast-paced executive environment while maintaining professionalism, emotional intelligence, and adaptability under pressure. The position requires the ability to sit for extended periods while using a computer and video display equipment; think critically and analyze a wide range of issues; provide timely response to urgent needs. Must also demonstrate the capacity to foster a diverse, creative, and collaborative work environment, and build and maintain cooperative working relationships across all levels of the organization.

WORK ENVIRONMENT

The position is primarily office-based, with some travel throughout the district for meetings and events. Work is performed in a climate-controlled office environment with artificial lighting and occasional fluctuations in temperature. Field visits and off-site meetings, including those that may occur before or after regular business hours, are required. Telework may be authorized when operationally feasible, and the incumbent may also be required to travel within the state as part of assigned duties.

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
------------------------	------