

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervisor II	OFFICE/BRANCH/SECTION District 8 / Division of Administration	
WORKING TITLE Program Manager, Employee and Strategic Engagement	POSITION NUMBER 908-007-4801-003	REVISION DATE 04/15/2026

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 Deputy District Director, Administration, a Career Executive Appointment (CEA), the Program Manager, Employee and Strategic Engagement, a Supervisor II, is responsible for managing an assigned program area and providing guidance and supervision to the Offices of Employee Engagement and Strategic Engagement. The Employee Engagement unit includes managing the district's recruitment efforts, Staff Development, the Equal Employment Opportunity office, Employee Engagement and strategic direction programs. The Strategic Engagement unit includes managing the Small Business/Disadvantaged Business Enterprise (DBE) program in support of Senate Bill 1 and 103, and mandates to focus on small business, equity, utilization, and reporting, as well as the district's Map Files and Records Retention programs. The incumbent is responsible for managing and directing the activities of professional, administrative, technical, and supervisory staff in this specialized unit. The Program Manager, Employee and Strategic Engagement, must demonstrate a positive attitude and a commitment to providing accurate, timely, and high-level customer service to all internal and external customers, while maintaining complete confidentiality.

CORE COMPETENCIES:

As a 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. (Equity, Employee Excellence - Equity, Innovation, Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Employee Excellence - Equity, Innovation, 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. (Equity, Employee Excellence - Equity, Innovation, Integrity, Pride, 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. (Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **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. (Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **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, Employee Excellence - Collaboration, Equity, Innovation, Integrity, 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. (Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **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, Employee Excellence - Collaboration, Equity, Innovation, 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. (Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	The Program Manager of Employee and Strategic Engagement directly supervises the Supervisor I who manages the Employee Engagement Unit. This includes coordinating the district's employee engagement efforts; overseeing staff development and training compliance; processing service and retirement awards; managing the Equal Employment Office, including Title VI compliance; and overseeing the district's strategic direction efforts. This unit is also responsible for the district's employee recruitment efforts, including outreach; the district's Student Assistance Program; and the district's Volunteer Program. The incumbent will focus on increasing employee satisfaction and retention, and on creating a culture of equity and high performance across the district. Additionally, the incumbent is responsible for ensuring that the Employee Engagement Unit promotes a positive and healthy organizational culture in support of the department's Strategic Plan and equity standards by creating conditions in which employees can perform at their professional best. The incumbent will also facilitate meetings with executive management and prepare reports on district efforts, as needed.
40% E	The Program Manager of Employee and Strategic Engagement directly supervises a Supervisor I who manages the Strategic Engagement Unit, which oversees the district's Small Business, Map Files, and Records Retention programs. The district's Small Business Program includes the Disadvantaged Business Enterprise (DBE) and Disabled Veteran Business Enterprise (DVBE) programs. This work involves supporting businesses that meet certification criteria by providing outreach, education, and guidance on certification processes and bidding for contracts or services. The incumbent will ensure that small business outreach activities and participation goals are met as outlined in Senate Bill 103. The incumbent will participate in the department's Small Business Council, prepare district reports for executive management, and keep the District Director informed of small business and DBE/DVBE program activities. The incumbent will oversee and support the hosting of the district's annual Procurement and Resource Fair. Additionally, the incumbent will ensure the district responds to and complies with requests submitted under the California Public Records Act (CPRA) or via court ordered subpoena. The incumbent is responsible for ensuring compliance with all departmental and district records retention schedules.
15% E	The Program Manager of Employee and Strategic Engagement is responsible for supporting the implementation of the district's strategic direction in alignment with the department's Strategic Plan and its Mission, Vision, and Values. The incumbent also supports the equity goals outlined in the Strategic Plan, ensuring they meet or exceed departmental expectations at the district level. The incumbent assists with coordinating and monitoring the district's organizational risk assessment in collaboration with the district's executive team. This assessment identifies and analyzes opportunities and threats to support the development of the departmental State Leadership Accountability Act (SLAA) risk report to the Department of Finance, as well as other enterprise risk management efforts. As needed, the incumbent will prepare reports for district management and the executive team that summarize completed equity activities and demonstrate progress toward identified equity goals. The incumbent is also responsible for meeting regularly with direct report supervisors, monitoring and managing program expenditures, and overseeing budget allocations, including procurement and contract management activities for the program. The incumbent will serve as a Skelly/Coleman Officer for the district to ensure due process for employees who receive disciplinary or non punitive actions (such as a Notice of Adverse Action, Rejection During Probationary Period, or AWOL Separation) and request a meeting. The Skelly/Coleman Officer must remain unbiased and objective, listen to information presented by the employee and their representative, and make a recommendation to sustain, amend, or withdraw the action. The incumbent also oversees procurement activities for the program and ensures compliance with departmental purchasing guidelines and the State Administrative Manual (SAM).

Americans with Disabilities Act (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)

5%	M	The Program Manager of Employee and Strategic Engagement may independently perform or participate in focus groups or administrative workgroups that may have district level or department wide impact. The incumbent may act on behalf of the Deputy District Director of Administration during their absence and may perform other duties 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

Directly supervises two (2) Supervisor I's and provides second-line management over a program comprised of professional, administrative, and technical staff; and may provide supervision over other associate and/or entry level analysts and administrative staff as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of principles, practices, and trends of public administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training, including a supervisor's role in relation to equal employment opportunity, equity, health and safety, and labor relations programs; formal and informal aspects of the legislative process; the department's mission, vision, and strategic goals, and how the district's goals align with the department; thorough knowledge and understanding of developing effective partnerships and implementing strategic communication plans; thorough knowledge of departmental directives and policies; governmental functions and organization at the State and local level; performance measure development and assessment; and the laws, rules, and policies of the State of California related to effective program management.

Ability to 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 clearly and effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; develop, monitor, maintain, and improve standards for excellent customer service to internal and external partners; and effectively contribute to the department's equal employment opportunity and equity goals and objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to make critical decisions independently that will reflect positively for the district and the department; cultivate a team environment; direct staff and delegate work; develop and provide alternative solutions to complex problems; establish good working relationships with district and headquarters staff who are key to the success of the district. Poor decisions could result in ineffective decisions and solutions for the district and/or department that are inconsistent with local, state, and federal rules and regulations; loss of an employee's time and/or compensation; assessment of penalties and/or fines resulting in monetary loss to the state; compromise the district's position in legal claims and/or lawsuits, and damage the district's credibility with internal and external partners.

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 employees' 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 Program Manager, Employee and Strategic Engagement, independently confers and communicates with district employees, supervisors, managers, and executive level staff within the district office location. The incumbent also interacts with staff in various headquarters programs, as well as the public, local agencies, other State agencies, transportation partners, and elected officials. The incumbent is expected to develop and maintain good working relationships and deliver quality customer service to all internal and external customers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

The incumbent must be able to use a computer and various computer programs in the day-to-day execution of job duties, and sit for prolonged periods of time. Must have the ability to organize and prioritize workloads under extreme deadline situations. Must be able to develop and maintain cooperative working relationships with all levels of staff and provide quality customer service. Must be open to change and new, creative, and innovative methods of completing work, and be able to adapt behavior and work methods in response to new information, changing conditions or unexpected obstacles, as well as create a work environment that encourages creative thinking and innovation. Must be able to sustain mental activity required for problem solving, analysis and reasoning, and perform completed staff work. Must be able to recognize emotionally charged issues, problems, or difficult situations and respond appropriately, tactfully, professionally, and maintain complete confidentiality. Must understand the importance of excellent customer service and be willing to develop excellent partnerships with employees, supervisors, managers, and executive level staff. Must be able to work independently and be willing to travel as necessary to other work locations within the district boundaries, other district offices, headquarters, and local or regional community meetings/events, which may require working outside regular work hours.

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, as the result of fluctuating building temperatures. Incumbent may also be required to travel to and from field office locations throughout the district, including other district office locations, headquarters, and throughout the state. As part of routine job duties and oversight of the district's employee and strategic engagement programs, may be required to work outdoors where s/he may be exposed to dirt, noise, uneven surfaces, and/or extreme cold or heat, and outside of 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.

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