
Position Details**Classification:** Career Executive
Assignment (B)**Office/Branch:** Contracting**Working Title:** Deputy Director of
Procurement**Location:** Sacramento**Position Number:** 311-615-7500-001**HR Approval Date/Initials:** SS 10/26/25**CBID/Bargaining
Unit:** M01**Work Week
Group:** E**Tenure:** CEA**Time Base:** Full-
Time**Job Description Summary**

Under the administrative direction of the High-Speed Rail Authority's (Authority) Chief of Contracting, the Deputy Director of Procurement provides oversight of technical engineering and capital program policies and planning in accordance with the Authority's Program Baseline and Program Management Plan (PMP), including project design and project management of all pre-construction activities. The incumbent provides leadership and oversight to a multi-functional procurement team and contract managers of Authority and consultant staff on a variety of procurement and engineering technical concerns related to project planning and delivery. The incumbent confers and coordinates with various Office Chiefs and management on engineering, technical, and administrative matters related to project delivery activities. The incumbent plans, organizes, and directs assignments and handles the most difficult procurement, technical, and contract administration problems through coordination of staff and resources. The incumbent serves as an expert procurement and technical engineering advisor and proposes and implements changes in policy and procedures, proposes procedural guidelines and standards for work performed, and implements recommendations.

Duties

Percentage

Essential (E)/Marginal (M)

40% (E) Procurement Development Services

- Lead the development of procurement strategies for complex engineering, design-build, and systems contracts in alignment with the Program Baseline and PMP.
- Oversee preparation of technical specifications, performance criteria, and design standards for procurement packages.

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- Coordinate with internal engineering, legal, and finance teams to ensure procurement documents meet technical, regulatory, and budgetary requirements.
- Establish and maintain best practices for procurement planning, including schedule development, risk management, and cost control measures. Ensure that procurement development activities support project delivery objectives, including cost efficiency, schedule adherence, and quality outcomes.
- Supervise staff responsible for drafting Requests for Qualifications (RFQs) and Requests for Proposals (RFPs), ensuring technical accuracy and compliance with state procurement requirements.
- Develop and maintain procurement policies, procedures, and templates to ensure consistency across all projects.
- Direct the evaluation of market trends and contractor capacity to develop competitive procurement strategies.
- Originate, organize, and direct successful delivery of future procurement packages, including, but not limited to:
 - Provide leadership and direction for an interdisciplinary team of subject matter experts for each procurement section. The interdisciplinary team may include subject matter experts such as: engineering, construction, finance, right of way, third-party and utilities, and public outreach.
 - Solicit and coordinate input from Office Chiefs and management to develop procurement scope, schedule, and budgets for Program Baseline.
 - Develop procurement scope, cost, and schedules for early works and all construction contracts, including, but not limited to, civil, track, systems, and trainset.
 - Develop and coordinate a resource plan by procurement.
 - Develop best value solutions and implement cost reductions wherever possible.
 - Develop, implement, and train appropriate management and staff on procurement processes.

30% (E) **Procurement Source Selection**

- Lead selection committees for major engineering, design-build, and systems procurements.
- Oversee development of scoring policies and methodologies, evaluation criteria, and compliance matrices.
- Coordinate technical review teams to ensure fair, transparent, and defensible evaluations.
- Ensure evaluators are properly trained on scoring criteria and conflict-of-interest requirements.
- Facilitate resolution of technical issues during proposal evaluations.

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- Maintain documentation to support selection decisions and potential audits.
- Review and approve evaluation reports and recommendations prior to executive approval.
- Provide guidance and oversight throughout the negotiation process, ensuring that contract terms meet technical, legal, and financial standards.

15% (E) Organization and Management

- Direct, supervise, and mentor a multidisciplinary procurement and engineering team, including state staff and consultants.
- Develop policies to evaluate consultant resources and ensure appropriate consultant resources are available to meet Authority needs.
- Develop and monitor performance metrics, workload plans, and staff development initiatives.
- Establish management controls to ensure compliance with procurement policies, schedules, and budget constraints. Ensure implementation and oversight of established policies.

10% (E) Advisement and Special Projects

- Serve as an expert procurement and engineering advisor to the Chief of Contracting on high-value, high-risk procurements.
- Lead special procurement initiatives, pilot programs, and innovative contracting methods (e.g., progressive design-build, public-private partnerships).
- Represent the Authority at public meetings, industry forums, pre-bid conferences, and interagency working groups on procurement and engineering matters.
- Provide recommendations on policy changes and improvements to enhance procurement efficiency and transparency.
- Prepare executive-level briefings and reports for the Authority's Board and other oversight bodies.

5% (M) Performs other job-related duties as required and acts as a back-up to the Chief of Contracting.

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Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes ☒ No ☐	Conflict of Interest (COI) Yes ☒ No ☐	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☒ No ☐	Medical Required Yes ☐ No ☒
Type: Engineer		Language:		

Other Special Requirements Information:

License – Certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers within six (6) months of appointment.

Conflict of Interest – This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

Contract Manager – Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM), and the California Government Code (GC). Provides strong oversight of subordinate contract managers, holding them accountable for ensuring that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the SCM and the California GC.

Knowledge and Abilities

Knowledge of: The Authority's mission and goals; organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch; oversight and management of a program of mega-projects; design of high-speed rail infrastructure and systems; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Authority's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity program. Knowledge of principles, practices and trends of federal, state and local government review processes, public administration, organization and management, including all applicable federal codes and regulations. Knowledge of transportation economics and financing; various phases of transportation systems planning and engineering work; factors which influence the impact of transportation facilities on the environment, the community, and the economy; state and federal laws regulating the activities of the Authority.

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Ability to: Plan and direct the work of a large engineering and procurement staff; plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Authority's Equal Employment Opportunity objectives. Ability to demonstrate leadership and resolve problems quickly and tactfully. Ability to work effectively under tight time constraints, changing priorities, and the pressure of multiple deadlines. Ability to communicate effectively with diverse and multi-disciplinary representatives from internal/external clients and stakeholders, government agencies, contractors, peers, and management to develop productive working relationships. Ability to demonstrate effective oral and written communication.

Desirable Qualifications

- Thorough knowledge and demonstrated abilities in leading and managing large and complex procurement efforts for rail engineering, design-build, and systems contracts, including development of procurement strategies, policies, and best practices.
- Broad knowledge of state procurement laws, budget processes, workload development, resource management, and project management concepts for design-build and progressive delivery projects.
- Thorough knowledge of relevant laws, regulations, and policies of federal, state, and local agencies as they relate to public works procurement.
- Ability to communicate effectively and persuasively, both orally and in writing, to all levels of officials, executive leadership, and external stakeholders during high-profile procurements and negotiations.
- Excellent analytical and problem-solving skills, including the ability to balance cost, schedule, and quality to achieve best-value outcomes.
- Personal characteristics that include a commitment to teamwork, collaboration, and maintaining the highest level of integrity in the procurement process.
- Expert understanding of engineering concepts, procurement risk allocation, and their effect on transportation planning and delivery.
- Demonstrated ability to direct and mentor professional staff, evaluate complex proposals, and ensure fair and defensible source selections.
- Ability to exercise sound judgment when evaluating alternative contracting approaches and recommending strategies in the best interests of the Authority.

Supervision Exercised Over Others

Supervises all staff in the Procurement Branch comprised of Principal Transportation Engineers, Supervising Transportation Engineers, Senior Transportation Engineers,

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Transportation Engineers, Staff Services Manager I, and Associate Governmental Program Analyst, and also provides oversight of consultant staff.

Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, consultants, vendors, contractors, staff at other state agencies, the federal government, stakeholders, and the public. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

The incumbent is responsible for a program and receives minimal direction. Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state and federal requirements, which could negatively impact the Authority. Failure to perform these duties effectively could result in additional costs to the state to complete the high-speed rail project and political embarrassment for the Authority in the event of improper handling of duties on the largest infrastructure project in the nation. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, manage multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position. Specific schedules will be set between the supervisor and the employee.
- b. Telework: This position works primarily in the office and in the field, but limited telework may be available.
- c. Travel: This position frequently travels statewide and nationwide for meetings, events, and construction site visits.
- d. Other: The incumbent will be responsible for a state-issued cell phone for business purposes and may be required to work extended hours.

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Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:

I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:

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