

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervisor II	OFFICE/BRANCH/SECTION Planning and Modal Workforce Development Office	
WORKING TITLE Office Chief of Workforce Development	POSITION NUMBER 913-110-4801-912	REVISION DATE 09/15/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under general direction of the Manager II, the Supervisor II serves as the Planning and Modal Programs' (PMP) Office Chief for Workforce Development and is responsible for overseeing statewide workforce development programs within the PMP Divisions and District Planning offices. The Supervisor II plans, organizes, directs, and evaluates the work of PMP staff responsible for statewide recruitment, training, professional development, workforce planning, and conference and meeting coordination. The Supervisor II establishes program priorities, allocates resources, evaluates operational effectiveness, and provides strategic direction to ensure PMP workforce development programs support organizational goals and statewide workforce needs. The Supervisor II provides leadership over PMP Division and District Planning Offices' recruitment strategies, talent sourcing, training and development programs, and initiatives designed to address workforce skill gaps, strengthens leadership capabilities, and improves organizational effectiveness throughout PMP.

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.

- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety - People First)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Prosperity, Employee Excellence - Innovation, Integrity, People First)
- **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. (Prosperity, Employee Excellence - People First)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Collaboration, Innovation)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Prosperity, Employee Excellence - Integrity)
- **Diagnostic Information Gathering:** Identify information needed to clarify a situation, seeking that information from appropriate sources. (Employee Excellence - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Equity, Innovation, Integrity)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Equity - Innovation)

TYPICAL DUTIES:

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

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40%	E	Provides management oversight and direction for the coordination, development, and implementation of the PMP Divisions and District Planning offices statewide training and development programs. Supervises the staff within the Workforce Development and Training group, which are responsible for duties related to training and the administration of staff development for the PMP Divisions and District Planning offices. Directs and measures the timely registration of participants utilizing the Learning Management System on line registration system and oversees the registration process to ensure staff identify and select students who meet prerequisites prior to enrollment. Oversees the maintenance of the training database used to track participation in courses offered by the Division of Transportation Planning's Office of Professional Development. Directs the development and maintenance of the annual statewide training needs assessment by overseeing training needs based on the number of staff interested in specific trainings and determining appropriate locations where training will be held. Leads and facilitates statewide conferences and attendance coordination and provides direction for innovative training platforms, including on-demand training. Leads and directs the development of effective curricula which meets the needs of trainees and stakeholders and evaluates statewide training activities to ensure program effectiveness and alignment with organizational goals.
25%	E	Provides leadership and directs the statewide recruitment process for PMP. Provides management-level direction for innovative solutions and the implementation of recruitment efforts designed to increase candidate sourcing and strengthen statewide talent pipelines. Directs and guides staff on outreach efforts through professional networking and partnerships with university contacts to recruit future talent. Establishes recruitment priorities, evaluates the effectiveness of outreach and sourcing strategies, and directs the use of social media resources and other recruitment mechanisms to increase outreach and candidate sourcing. Ensures statewide recruitment activities are effectively planned, coordinated, and aligned with current and future PMP workforce needs.
25%	E	Facilitates and directs PMP's statewide workforce planning efforts to help create and strengthen internal talent bench strength. Manages PMP's overall statewide workforce planning efforts and facilitates strategic workforce planning to address current and future organizational staffing needs. Provides direction to staff responsible for workforce planning activities and establishes priorities to ensure efforts align with PMP operational and strategic objectives. Partners with the Division of Human Resources' Workforce Development team to support, create, and implement the PMP's workforce plan. Evaluates workforce planning efforts and provides management-level recommendations to strengthen workforce readiness, internal talent development, and long-term organizational capacity.
5%	E	Manages and provides oversight of the overall training contract and Operating Expense budget supporting workforce development activities for PMP. Creates and establishes ongoing contracting services to support the training platform for all PMP Divisions and Districts. Directs staff responsible for coordinating and administering training contracts and facilitates the timely execution of training contracts to ensure statewide training needs are met. Establishes priorities for training resources, monitors contract and budget activities, and provides management-level direction to ensure contracting services and expenditures support statewide training and workforce development objectives and comply with departmental requirements.
5%	M	Performs other job-related duties within the scope of the classification 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
The Supervisor II directly supervises two Supervisor I's and indirectly supervises analysts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledgeable of the Department's mission, vision, goals, and objectives. Knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Caltrans and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. Should have an understanding of computer applications, hardware and software, and be able to prepare and analyze comprehensive reports and make sound recommendations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent is responsible for effective decisions, actions, planning, and consequences. The incumbent is responsible for managing staff and assuring personal service dollars and operating expenses are managed effectively. Errors in judgment,

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planning or decisions may result in project delays that could increase project cost. The incumbent manages several training contracts. Contract processing irregularities could result in lawsuits against the State and loss of funds. Failure to adequately manage information systems and other administrative functions would result in overall loss of credibility and efficiency of the Planning and Modal Program.

PUBLIC AND INTERNAL CONTACTS

Maintain effective working relationships with Headquarters, Districts, and the public. Consistent with good customer service practices and the goals of the Caltrans Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships. Ability to focus for long periods of time. Grasp the essence of new information and master new technical and business knowledge. Ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Be able to develop and maintain cooperative working relationships.

WORK ENVIRONMENT

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

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 headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the selected candidate.

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
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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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