

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION D20/IT/Project and Business Management Division	
WORKING TITLE Division Chief-Project and Business Management	POSITION NUMBER 900-170-7500-007	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 the general direction of the Deputy Secretary of Technology, Agency and Chief Information Officer at the California State Transportation Department, the incumbent is responsible for developing and implementing policies for the Project and Business Management Division (PBMD). The Chief functions as the Enterprise Information Technology (IT) Portfolio Manager for the California State Transportation Agency (CalSTA) and Caltrans, responsible for the most mission critical and highly complex IT projects. The incumbent provides portfolio strategy, support and oversight services in the planning, development, and implementation efforts for CalSTA and Caltrans strategic enterprise IT portfolio. The incumbent is also responsible for driving IT Business Management, Performance Metrics and Analysis to drive better business decisions regarding IT resource investments and allocations.

This role is accountable for leading cross-department collaboration that results in actionable and integrated project management framework and implementation strategies of CalSTA and Caltrans initiatives. The incumbent leads, coordinates, and contributes to delivering portfolio management best practices, expertise, and actionable toolkits to departments and Agency. As a key leader in IT, the Chief ensures the leadership team and associated staff are highly qualified and inspired to perform their duties and exceed customer expectations. The offices include Enterprise Portfolio Services (Project Management and Portfolio Management, Information Systems Architecture, Enterprise Portfolio Management) and IT Business Management (Contract and Performance Management, Technology Business and Financial Management, IT Administrative Services).

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. (Employee Excellence - Collaboration)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - Pride, 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. (Employee Excellence - Collaboration, Stewardship)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Employee Excellence - Collaboration)
- **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. (Employee Excellence - Collaboration)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Employee Excellence - Pride)
- **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. (Employee Excellence - Innovation, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Integrity)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

40%	E	Develops and implements policies to coordinate all activities of the Project and Business Management Division functions. Develops and maintains the highest levels of service and technical support to our customers. Leads a team responsible for planning and finalization of related Project Approval Lifecycle and project documentation. Evaluate support of and/or alignment with Department and CalSTA's strategic initiative, guiding principles, state policies, and/or industry best practices. Leads a team responsible for the oversight of Caltrans Contract and Performance Management including IT Acquisitions, IT Certifications and IT Contracts as well as the IT Technology Business and Financial Management Operations (budgets/resource management) and the IT Administrative Operations (IT HR, facilities management, student assistant program and invoicing operations). Develops and implements strategies to ensure Division employees are trained and developed to meet IT challenges and exceed customer expectations. Provides guidance and consultation to the project teams accordingly in understanding complexity, forecasting risks, and identifying mitigation strategies to overcome project barriers and issues. Represents the Department in negotiations with public bodies with regards to project implementation and fosters and coordinates balanced enterprise technology investment planning in cooperation with project business owners (i.e., customers). Advises the CIO on the full range of complex issues related to the Project and Business Management Division. Participates in managing the development and implementation of IT's goals, objectives and priorities for each Division.
20%	E	Responsible for establishing and managing the Enterprise Portfolio Management Office (EPMO) for the California State Transportation Agency (CalSTA). Promote the documentation and adoption of common standards and frameworks for initiating, planning, and delivering technology projects. Formalize an Agency IT Governance Committee to support the IT Oversight functions and apply agency-wide IT policies including technology acquisition, and project management. Aids the Transportation departments in developing and adopting best practices and standards. Leads the team responsible for supporting Transportation departments with limited resources on as needed basis. Establish a reporting line between Independent Verification and Validation (IV&V) teams and CalSTA. Represents CalSTA in negotiations with Control Agencies, Transportation Departments and key stakeholders with regards to project implementation and fosters and coordinates balanced enterprise technology investment planning in cooperation with project business owners (i.e., customers). Leads strategic business and tactical planning activities for prioritized service delivery while providing opportunities for department specific approaches.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

20%	E	Responsible for ensuring State and Departmental IT policies are implemented and followed for all enterprise projects. In conjunction with Enterprise Portfolio Services Section, the incumbent will ensure that the Department's Project Management Methodology is being followed and will recommend changes. The incumbent will ensure that the projects are properly coordinated with each other and aligned with the Department's strategic goals. In conjunction with the project managers, the incumbent will assist project business owners with the creation of performance evaluation documents to record, assess and ensure the resulting system's adherence to project goals and objectives. These documents are used to provide accountability to external stakeholders (i.e. Department of Finance, California Department of Technology (CDT), and Transportation Agency). Responsible for securing the resources (funding) necessary to manage projects and deliver IT support services. Oversees the IT Program budget and the budgets for all mission critical and highly complex projects. Interfaces with the Division of Budgets and various Divisions and/or Programs within the Department to facilitate Budget Change Proposals and communication with other Government and Legislative Offices. Participates in all IT Strategic Planning activities and ensures that the Department's major projects are consistent with each other in order to decrease the overall cost of systems operation for the Department and to improve business decisions by enhancing information interchange between systems and programs. Reviews and evaluates proposals from various vendors and providers of hardware, software and services to maintain technical awareness. Assists in the planning, directing, and coordinating of Information Technology's work plan through subordinate level staff.
15%	E	Manages organization and staffing. Responsible for making recommendations to the AIO/CIO, provides leadership, guidance and support to IT project managers to ensure adherence to established State and Departmental IT policies, procedures and methods. Performs analysis and impact assessments of project performance by working with the project teams, reviewing Independent Project Oversight Reports, and the IV&V Reports to assess project status and propose recommendations to CalSTA and Caltrans leadership regarding IT portfolio risk and issue mitigation strategies as appropriate. Serve as the escalation path for IV&V concerns. Develops and conducts formal presentations and briefings to key stakeholders, Executive Management, and other Government and/or Legislative offices. Negotiates with internal (Executive Management) and external (Department of Finance, California Department of Technology (CDT), Transportation Agency, etc.) groups to facilitate project planning and implementation activities. Represents Caltrans with various control agencies including the Governor's Office, California Department of Technology, and State Controller's Office.
5%	M	Advises and/or acts for the AIO/CIO on project or business operations matters and responds to inquiries from legislators, public agencies, and the private sector.

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 will directly supervise one IT Manager II, one IT Specialist III, one IT Manager I, one SSMI and indirectly, the overall staff reporting to the IT Project and Business Management Division as well as the CalSTA Enterprise Portfolio Management operations.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be able to learn the Caltrans mission, goals and programs; laws, rules and policies of the State of California and the Federal Government. The incumbent must possess the highest degree of both managerial skills and technical expertise required for directing highly complex enterprise and interdepartmental projects. The incumbent must have strong project management experience and the ability to execute project management disciplines.

The incumbent must have knowledge of: principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation; current computer industry technology and practices; principles of data processing systems design, programming, operations, and controls; State level policies and procedures relating to IT; commitment to the Department's goals and policies; principles of the governmental functions and organizations at the State level, including the legislative process.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

The incumbent must have the ability to: Develop and evaluate alternatives, make decisions and take appropriate action; establish and maintain priorities; effectively develop and use resources; identify the need for and ensure the establishment of appropriate administrative procedures; plan, coordinate and direct the activities of both a data processing and administrative staff; make effective use of interdisciplinary terms; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; persuasively negotiate agreements with various internal and external clients; present ideas and information effectively, both orally and in writing; consult with and advise administrators and other interested parties on a variety of subject-matter areas, translating technical data processing terms into everyday language, gain and maintain the confidence and cooperation of others.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent has extensive decision making authority by initiating key actions and influencing key decisions. The scope of the work involves planning, developing and implementing technological solutions that are essential to the Department's mission, and the delivery of critical services to the Department and the general public. Errors in judgment or decisions could negatively affect the successful implementation of critical projects and have a serious detrimental effect on the operating efficiency of the Department. Inability to respond in a timely manner to requests from the Governor's Office, Transportation Agency, Legislative Office, Department of Finance, etc. may adversely affect the Department's ability to secure funding/resources vital for the implementation of projects which affect the mobility of goods and the traveling public within the State. Errors in any of the above areas could have a disastrous impact on the Department and loss of Federal funds.

PUBLIC AND INTERNAL CONTACTS

The incumbent will interface closely with Executive Management and the Director's Office. External contacts include the Transportation Agency, the Governor's Office and other Legislative Offices, other State agencies (i.e. California Department of Technology, Department of Finance), and consultants. The incumbent must be able to communicate effectively, both orally and in writing with subordinates, peers, clients, customers, and Executive Management, and must demonstrate high-level presentation skills applicable to all levels of audience.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard, video display terminal and telephone and may be required to lift and move supplies and equipment from one location to another. The incumbent must be able to walk between multiple State buildings and have a thorough knowledge of Caltrans building locations. This is a fast-paced job with a lot of deadlines. Thus, the incumbent in this position will be required to multi-task, be open to change, adapt to changes in priorities and policies, and to complete tasks or projects with short notice. The incumbent must be able to sustain mental activity needed for problem solving which includes reading, writing, analyzing, understanding, interpreting, consulting, developing alternatives, drawing sound conclusions, and recommending, implementing and evaluating solutions. The incumbent must be able to exercise sufficient control over emotions to gain and maintain the confidence and respect of others, recognizing and acknowledging emotionally charged issues or problems and responding appropriately to them.

WORK ENVIRONMENT

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

If not working remotely, the employee will work in a climate-controlled office under artificial lighting using a personal computer. The employee may be required to work for extended periods of time in a computer room that maintains an approximate temperature of 70 degrees.

The employee may be required to travel. When available, a State vehicle will be provided. Possession of a valid driver's license is required when operating a State owned or leased vehicle. If the employee utilizes their own personal vehicle, they may be reimbursed for travel expenses.

Some weekend or after-hours may be required. The employee must carry a cell phone and respond to calls after hours.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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