

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervisor I	OFFICE/BRANCH/SECTION Talent Management , Workforce Development	
WORKING TITLE Branch Chief, Talent Management	POSITION NUMBER	REVISION DATE 09/17/2026

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

GENERAL STATEMENT:

Under the general supervision of the Division of Human Resources (DHR), Workforce Development Office Chief (Sup II), the Supervisor I (Sup I) is tasked with leading the Department's Career Development, Upward Mobility Program, Formal Mentorship, Workforce Planning, Succession Management Programs. This role encompasses training employees, managing program compliance, and ensuring a streamlined approach towards workforce planning and succession management in line with governmental regulations.

The Sup I engages in external and internal collaborative efforts to broaden organizational impact. The Sup I will be a proactive individual ready to foster innovative initiatives within the Office of Talent Management. The SSM I plays a pivotal role in nurturing a culture of acknowledgment, continuous learning, and career growth, aligning closely with the broader organizational objectives. Travel is required including overnight.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Employee Excellence - Integrity, People First)
- **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. (Employee Excellence - Equity)
- **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, People First)
- **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, People First)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Employee Excellence - People First, 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, People First)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Innovation, People First)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

35%	E	Responsible for overseeing the Career Development Program, which includes training Career Coaches and launching a statewide initiative grounded on the four essential steps of career growth: identify, explore, decide, and implement. When requested, provides individualized career coaching to senior and executive staff, using a deep knowledge of career development theories and tools to help shape effective career plans. Also in charge of managing, administering, and reporting on Caltrans' statewide Upward Mobility Program, as mandated by Government Code section 19402 and California Code of Regulations, title 2, section 599.985, aligning closely with the principles of the Career Development Program.
25%	E	Responsible for overseeing and reporting on Workforce Planning and Succession Management throughout the organization, following Government Code section 19815.4(b) and 19995.4. Helps in understanding and applying the requirements of CalHR's State Workforce Planning and Succession Management models by attending and participating in relevant forums and workgroups. Provides detailed reports on Caltrans workforce age profiles, attrition, and vacancy rates to help with organizational planning. Also involved in educating and training staff on these topics to ensure a well-prepared and adaptable workforce.
20%	E	Oversees the day-to-day and overall aspects of the Caltrans Formal Mentorship Program. Takes part in active outreach efforts, recruiting the right mentors and mentees, reviewing mentorship applications, and helping match mentors with mentees. Plans and organizes mentorship events from start to finish, ensuring a meaningful experience. Takes charge of generating monthly mentorship material. Supports programs and divisions by providing necessary tools and resources for creating mentorship programs tailored to their areas. Also plans and leads the monthly Toolbox Tuesday webinars, creating a space for discussing interesting topics and providing useful resources, information, and motivation to the workforce.
10%	M	Ensures programs are compliant with federal, state, and local regulations. Prepares executive-level reports and data.
10%	M	Reviews web pages for improvements and updates, ensuring resources are updated annually or as needed. Participates in external groups, committees, and boards to enhance organizational impact, with potential travel for key meetings or events.

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 Sup I directly supervises a small group of analytical staff. May act as lead to other staff on special projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of principles, practices, and trends of public and business administration, including management and supportive staff services; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; the manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment which is free of discrimination and harassment; Caltrans business and operational functions, and mission, vision, values and goals; spreadsheet, database, presentation and word processing software; and enterprise risk management national and international standards.

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 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; establish and maintain project priorities; develop and effectively utilize all available resources; express ideas and present information clearly and logically, both orally and in writing; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for management and administration of the Workforce Planning and Leadership Development functions. Provides strategic guidance on workforce planning and leadership development matters and decisions. Expert advice to top management is essential to avoid negative exposure that could lead to criticism from the legislature and seriously restrict the operating capability and flexibility of the Department. Errors could result in public or media scrutiny.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage DHR's reputation as a confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with a large number of Caltrans managers and staff, other public sector agencies, academic personnel, and industry representatives at all levels, both within and outside the transportation sector. The Supervisor I will have contact with other state agencies, such as California State Auditor and California Department of Human Resources.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal or traveling in a vehicle to other locations; will be involved with sustained mental activity needed for analysis, reasoning and problem solving; must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully, and professionally.

The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service; develop new insights into situations and apply innovative solutions to make organizational improvements; create a work environment that encourages creative thinking and innovation; be willing to take risks and initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage; and value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent will be required to travel in state and overnight stay is required.

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