

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION Division of Local Assistance/Planning and Modal Programs	
WORKING TITLE Chief, Division of Local Assistance	POSITION NUMBER 913-110-7500-001	REVISION DATE 09/29/2026

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 Director, Planning and Modal Programs, the incumbent is responsible for developing policies, providing strategic direction, and overseeing the work of the Local Assistance Division to help our partners deliver local transportation projects that enrich all communities. The Division of Local Assistance consists of the following offices: Federal Programs, State Programs, Project Implementation North and South, Guidance and Oversight, NEPA Assignment/Environmental Compliance, and Resource Management & Business Services. The incumbent has executive-level skills in leadership, communication, partnership, and strategic thinking, as well as a deep commitment to the Department's strategic goals and vision, to providing excellent customer service, and to advancing equity through all efforts.

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. (Safety, Prosperity - Collaboration, Innovation, People First, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity - Equity, 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. (Safety, Prosperity - Equity, Integrity, 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. (Safety - Equity, Integrity, Pride, Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Prosperity, Employee Excellence - Collaboration, Integrity, People First, Stewardship)
- 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. (Safety, Prosperity - Equity, Integrity, People First, Pride, Stewardship)
- Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety, Prosperity, Employee Excellence - Integrity, People First, Stewardship)
- 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. (Safety, Prosperity, Employee Excellence - Equity, Integrity, People First, Stewardship)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Stewardship)

TYPICAL DUTIES:

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

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35%	E	Develops strategic direction for the Division to align with the Department's Strategic Management Plan and monitors implementation of program-level action plans. Provides direction and oversight for development of policies and guidance to distribute federal and state funds to over 600 cities, counties, tribal governments, regional agencies, and other recipients, ensuring federal and state requirements are met, for the purpose of equitably improving the multimodal transportation system and service to communities. Provides direction to districts on Local Assistance activities to support and liaison with regional transportation planning agencies, local city and county transportation agencies, tribal governments, other stakeholders, and the public. Ensures excellent customer service and technical assistance are provided by all division staff, with a focus on support to disadvantaged communities.
30%	E	Provides direction and oversight of program development and implementation, including project applications, funding disbursement, and delegated approval for grants management activities. Develops strategies and directs division management to improve the equitable delivery of local transportation projects and prevent loss of federal and state funds, such as through technical assistance and training to local agencies on effective project management. Interprets new policy and legislation that impacts Local Assistance programs, including those related to establishing program eligibility and criteria, processing federal and state funding obligations, executing funding agreements, and facilitating timely completion of projects. Monitors compliance with federal and state regulations, policies, and standards through a risk-based oversight approach, and through effective management of and timely response to audit reports.
20%	E	Establishes and maintains strong professional relationships with cities, counties, regional transportation planning agencies, the Federal Highway Administration (FHWA), the California Transportation Commission (CTC), non-profit transportation organizations, and other key stakeholders in support of effective delivery of Location Assistance projects and programs. Ensures program advisory committees foster partner engagement and input, including from partners representing disadvantaged communities, to advance continuous improvement and equity in administration of programs. Represents the Department at CTC meetings and other external forums on Local Assistance matters. Advises Department executive management on issues related to Local Assistance as they arise and recommends appropriate courses of action.
10%	E	Provides oversight and direction of program resources to ensure they are identified, budgeted, and expended appropriately in support of Division duties and responsibilities. Manages the division leadership, organizational structure, and employee development opportunities to cultivate a diverse and engaged workforce and achieve the mission, goals, and responsibilities of the Local Assistance Division.
5%	E	Represents and serves as the delegate for the Deputy Director of Planning and Modal Programs as needed.

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

Provides first-line supervision to Principal Transportation Engineers, Supervising Transportation Engineers/Planners and Senior Transportation Engineers/Planners. Has full responsibility for the operation of the Division of Local Assistance and its employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**Knowledge of:**

- Caltrans mission, vision, and strategic goals, and the strategic direction of Planning and Modal Programs
- Department organization and high level policies and procedures that pertain to the work of the Local Assistance Program
- Critical federal and state laws and regulations that govern transportation policy and planning in California
- Key concepts and critical nature of transportation equity
- Knowledge of the Department's Equal Employment Opportunity objectives and processes
- Knowledge of principles and objectives of personnel management

Ability to:

- Manage a large and complex organization and perform effectively under constant time constraints and pressures
- Direct and oversee policies, plans, and programs that impact the division, with awareness and sensitivity to social, political, economic, and environmental issues
- Communicate effectively both in writing and speaking and respond to a steady flow of inquiries from partner agencies, interested citizens, elected officials, and others on a wide variety of complex issues affecting the division
- Facilitate dialogue and input on key issues and assist with negotiating agreements with various internal and external stakeholders/partners
- Build strong partnerships with high level internal and external stakeholders

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for establishing, setting direction, and making decisions on policies and priorities for the development, management, and administration of the Local Assistance Program. The incumbent provides expert advice and recommendations to top management on Local Assistance matters and is responsible for avoiding errors that could expose the Department to undue risk or negative operational impacts. Errors could have a significant impact on the Department and risk loss of federal or state funds.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have regular contact with cities, counties, regional transportation planning agencies, the Federal Highway Administration (FHWA), the California Transportation Commission (CTC), other state agency officials, non-profit transportation organizations, and other key stakeholders, as well as the public. Internally the incumbent will maintain productive working relationships with executive, division, and district management across the Department.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for periods of time using a keyboard and video display terminal. The incumbent should be able to quickly adapt daily priorities in response to new information, priorities, and unexpected obstacles, multi-task effectively, interact with various levels of staff in a cooperative manner, be decisive, take appropriate actions, and respond to requests with short notice. The incumbent should be able to deal effectively with pressure, maintain focus, yet remain optimistic and persistent under adversity. The incumbent must act in a fair and ethical manner, demonstrate commitment to public service, develop organizational improvements, foster a creative and innovative work environment, be willing to take intelligent risks, and value equity and diversity in the workforce.

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 headquartered location as needed to meet operational needs. Business travel may be required statewide and out of state, 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.

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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