STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Supervisor I	Office of Project Development, Management & Delivery	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Rail/Transit Programs Coordinator	900-075-4800-920	10/29/2026

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 Supervising Transportation Engineer, the Supervisor I supervises a team of analytical staff and is responsible for, management, oversight, coordination, and maintenance of major policy documents and activities relating to the implementation of Rail and Transit Programs (R&T) including Transit & Intercity Rail Capital Program (TIRCP), California Senate Bill 1 (SB1), STIP, California Senate Bill 125 (SB125), and other State and Federal funding Programs related to R&T programs and projects within the Division of Mass Transportation (DMT) portfolio. The Supervisor I is also responsible for all Office-related programs' accounting, budgets, coordination, updates, and maintenance of applicable databases, contracting, and California Transportation Commission (CTC) liaison functions, while adapting to changing office needs.

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.

- **Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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35%	E	Hires, trains, mentors and supervises a team of analysts. Manages and assigns workload and projects, reviews completed staff work, and provides guidance to staff. Prepares probationary reports and annual performance evaluations. Provides continuous feedback to staff and manages workload distribution. Manages accounting system setup including CGI, and processes invoices for the R&T programs and projects while resolving any issues or conflicts. Coordinates with Data Specialists/database coordinators to retrieve, review, and process reports from Smartsheet or other adopted databases. Develops the Office budget and coordinates, tracks, and updates the status of all projects and programs. Prepares and submits ad-hoc reports by compiling information from Smartsheet, other available sources and Office staff. Coordinates with Office Data Specialist(s), other divisions including Budgets, Accounting and Financial Programming to update and/or adjust the existing information in databases. Keeps the databases used for Office functions updated and maintained. Learns about any new assigned database/software and makes necessary changes in the Offices' operating procedures. Assesses the need to database tools within the Office on a continuous basis and takes lead to create tools to modernize the operations of the Office. Provides backup support to the Data Specialist for the Office and DMT data needs. Identifies the needs and designs, develops and maintains Smartsheet and dashboards.
20%	E	Manages and processes all the Contracting needs for the Office of Project Development, Management & Delivery (Office or PDMD). Creates and updates contracting templates in coordination with Caltrans legal staff, and drafts, reviews and processes contracts and agreements for execution in accordance with program guidelines and/or DMT management deadlines. Develops contract/grant tracking system for DMT. Develops, prepares, and maintains contract and grant reports for DMT, including electronically organizing contracts and grants and maintaining an audit trail of all record modifications. Represents the Division's interests in all R&T programs related policy development such as R&T program guidelines, and CTC's policies related to R&T programs. Responds to program related queries from internal and external partners.
15%	E	Acts as CTC liaison between DMT and Office of CTC liaison as well as CTC. Oversees CTC and contract/ grant activity to ensure compliance with applicable authorities, regulations, statutes, directives, and policies & procedures. Conducts meetings with contract/project managers and stakeholders as appropriate to creatively and effectively resolve any outstanding CTC and contract/funding grant compliance issues. Collaborates with stakeholders, such as the Division of Financial Programing, Accounting, CTC, Division Procurement and Contracts (DPAC), Legal, as well as Audits & Investigations to ensure DMT's compliance with contracts/grants.
15%	E	Generates, reviews and submits the completed reports on a regular basis, including Program Allocation Plans, Semi-Annual Reports, California Air Resources Board (CARB) reports, Quarterly Reports, Deliverables Reports, and other reports as needed for State and Federal programs for R&T programs and projects. Coordinates with external agencies such as CARB, CTC, California State Transportation Agency (CalSTA) and Federal Railroad Administration (FRA), Federal Transit Administration (FTA), and Federal Highway Administration (FHWA) to understand the expectations and timelines. Communicates those expectations to Project Managers/Office Staff and Branch Chiefs. Ensures Project Managers and other staff collect data on schedule; formats, prepares and presents the reports for review, incorporates feedback and finalizes accurate reports within established deadlines.
10%	E	Represents the Division's interest in all R&T programs related policy development such as R&T program guidelines, and CTC policies related to R&T programs. Responds to program level inquiries from external agencies. Updates the training materials including handbooks, dashboards, manuals and policy guidance supporting CTC, contract/grant execution and administration. Works with Office staff and other offices to ensure all R&T programs related information on the DMT website is current and accurate. Serves as the Division's R&T program liaison, primary contact, and coordinator. Represents the Office in interactions and communications with other offices and external agencies regarding R&T programs. Acts as Office Chief during their absence.
5%	M	Performs other job-related duties within the scope of the classification as assigned.

[1]ESSENTIAL 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

This is a supervisory position. The classifications, that this position will supervise, include Analyst I and Analyst II as as well as other similar classifications . In addition, the incumbent will be required to lead efforts and direct staff as needed.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: The planning process and general practices project planning; research methods and techniques; state programming, funding, and budget processes; and the State and Federal legislative process. Knowledge of the principles and techniques of selecting outside consultants and managing contracts. Proficient in Smartsheet.

Ability to: Gather, compile, analyze and interpret data; reason basically and creatively; develop format to present and display data; use a variety of analytical techniques to propose solutions or to provide information; develop and evaluate alternatives, present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member or lead of such team; establish and maintain effective and cooperative working relationships with those contacted during the course of work; work independently on complex projects; organize and direct the work of an interdisciplinary team; and evaluate and monitor the work of consultants.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent in this position has the responsibility to accurately report on the Division's efforts regarding R&T programs included funded by TIRCP, SB 1, STIP and other State and Federal funding programs, including expenditures and program status. The incumbent will report to Division and Rail and Transit Programs on R&T programs on a regular and ad-hoc basis. The incumbent also holds the responsibility to understand and accurately document decisions regarding the management of R&T programs. Insufficient and inaccurate responses regarding these activities could lead to inappropriate program status information and recommendations to the Division's management and, in turn, the Department's Executive Management. This could lead to incorrect reporting and decision-making regarding the R&T programs.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact and coordination efforts with Division management and staff. The incumbent may also engage in contact with external local and regional agencies and associations when representing the Division on matters of mutual concern in carrying out the responsibilities of this position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Develops and maintain cooperative working relationships. Ensure employees are treated in a fair and equitable manner. Have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Develops new insights into situations and applies innovative solutions to make organizational improvements. Formulates effective strategies consistent with the Department’s vision and goals. Creates and sustains an organizational culture that encourages others to provide the quality of service essential to high performance Employees may be required to sit for long periods of time using a keyboard and video display terminal. Have the 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. Have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice; develop new insights into situations and apply innovative solutions to make organizational improvements; and create and sustain an organizational culture which encourages others to provide the quality of service essential to high performance. The ability to act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to providing service to Division management and staff as well as external entities and Departmental management.

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, 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. Employees may be required to travel in state and attend job related meetings.

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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

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