STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
C.E.A.	District 51/Division of Road Safety	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Division Chief, Road Safety	913-355-7500-001	11/02/2026

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 of Maintenance, Operations, Safety, and Equipment (MOSE), who also serves as the Caltrans Chief Safety Officer, the incumbent serves as the Division Chief of Road Safety. The incumbent provides statewide leadership and management of the road safety programs by developing, establishing, and maintaining policies, standards, procedures, processes, and guidelines that support the implementation of safety enhancements across the State Highway System, including utilizing the latest technological innovations and practices, as well as data and performance metrics. In addition, the incumbent develops and oversees the Division's resources, allocations, and budget, making strategic adjustments as necessary to meet organizational goals and workload demands while ensuring the effective and efficient utilization of resources across all programs, assignments, and activities. The incumbent also advises and assists the Deputy Director of Maintenance and Operations, Chief Deputy Director, Director, and Executive Board on State Highway System road safety matters and initiatives.

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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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 - Collaboration, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Employee Excellence - Collaboration, Equity, Integrity, 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. (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. (Employee Excellence - Collaboration, Equity, Integrity, People First)
- **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. (Employee Excellence - Collaboration, Integrity, People First)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Integrity, People First)

TYPICAL DUTIES:

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

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30%	E	Leads the division to develop, establish, and maintain statewide policies, standards, procedures, processes, and guidelines for the implementation of safety enhancements of roadways on the State Highway System; Lead various engineering offices to develop and maintain statewide policies, procedures, and guidelines on the implementation of the Safe System Approach, Strategic Highway Safety Plan, Highway Safety Improvement Program, safety systems and devices including traffic signage, devices, and other systems, safety project planning and performance targets, safety data management, and traffic investigation. Leads the division to provide regular policy implementation assistance, technical support, and training to the districts. Advises Caltrans Legal on road safety matters.
30%	E	Oversees the establishment and management of highway safety performance measures by monitoring and reporting district performance, identifying lessons learned, and evaluating compliance with road safety enhancement standards, policies, procedures, guidance, and tools. Leads statewide efforts to continuously improve the quality and efficiency of road safety enhancement implementation. Directs the development and deployment of innovative technologies, processes, and tools—including Building Information Modeling for Infrastructure (BIM4I) and generative artificial intelligence (GenAI)—to enhance the quality and efficiency of road safety project delivery. Assists department leadership with implementing statewide and legislatively mandated safety initiatives and supports the MOSE Deputy in fulfilling responsibilities associated with the Chief Safety Officer liaison role.
25%	E	Partners with the Division of Traffic Operations, districts, and other functional units to identify, develop, and determine appropriate support resource allocations to districts and divisions for road safety and traffic related initiatives and work. Ensures that the Division's resources are identified, budgeted and appropriately expended by providing statewide guidance on program resources. Manages the division's budget and expenditures including but not limited to, monthly monitoring and reporting on expenditures of allocated resources; delivery and/or backlog of work projects. Establishes and maintains a people-first equity work environment that leverages a diverse and inclusive workforce to achieve superior business results and customer service.
10%	E	Represents the division and leads cross-functional teams on relevant committees, boards, and other. Represents Caltrans to assists in studies with research partners, committees, and organizations. Serves as Caltrans focal point for all state highway road safety matters for internal and external partners, stakeholders, and elected officials. Represents Caltrans in serving on committees of AASHTO, WASHTO, and other statewide and national transportation organizations, as appropriate.
5%	M	Other duties 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

Directly or indirectly supervise engineering, administrative, planning, and admin staff. The incumbent has full responsibility for the operation of the Road Safety Division and all of its employees. Establishes and provides functional guidance to employees who perform traffic safety or related duties across headquarters divisions and districts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires an innovative, strategic, and collaborative mindset, as well as thorough knowledge of:

- Caltrans' Strategic Plan, the 2050 California Transportation Plan, and related plans and reports.
- Codes, regulations, and outcomes related to traffic and road safety.
- Transportation engineering and safety principles, regulations, guidelines, and innovations, including direction from FHWA and federal and state statutes on program requirements for enhancing transportation safety for all system users.
- Caltrans' project development procedures and design standards, procedures, and processes.

The incumbent must have strong leadership and partnering skills and needs to have abilities to analyze and resolve highly complex and/or politically sensitive problems. The incumbent must have the ability to assimilate and evaluate technical and procedural input from various sources, develop appropriate courses of action, reason logically and creatively, and make objective recommendations in all issues in relation to transportation system.

The position requires the ability to prepare and deliver oral presentations, along with the ability to develop and prepare written documents, and maintain cooperative working relations with representatives of all levels of local, regional, and state government, the public, and external stakeholders.

Must have:

- A lens and focus on the importance of equity and community engagement.
- Strong communication and collaboration skills.
- Strong initiative and desire to pilot new technologies and innovative methods for achieving department goals.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for making independent action and taking initiative, making sound decisions, and taking appropriate actions to carry out assigned duties and to reach Caltrans' objectives. The incumbent's decisions and actions have a direct impact on the Department. Inability to carry out this position's responsibilities could result in: adversely affecting public safety and/or result in tort liability for Caltrans; increased expenses; litigation that could delay and/or add substantial cost to essential projects or activities; inability to meet the Department's strategic goals and safety and mobility commitments; loss of credibility and public confidence in Caltrans as a responsible public agency. Expert advice to top management is essential to avoid errors that could expose Caltrans to criticism and seriously restrict the operating capability and flexibility. The consequence of errors in work can result in loss of resources, funding support, federal reimbursement, legislative support, and the opportunity to solve critical transportation problems for Caltrans.

PUBLIC AND INTERNAL CONTACTS

The incumbent participates in meetings and dealings with Federal, State, regional and local agencies, elected officials, and the public. In addition, the incumbent makes frequent presentations and maintains good working relationships with other Programs, Districts and local jurisdictions. The incumbent may participate in internal and external task force groups and committees.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to work in a high-pressure and fast-paced environment while simultaneously maintaining strong communication and close interpersonal relationships. Ability to leverage resources, respond to difficult situations, recognize emotional and politically charged issues, and acknowledge various perspectives. The incumbent should be able to quickly adapt behavior and work methods in response to new information/priorities, and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. The incumbent should be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. The incumbent may be required to sit for long periods of time using technology, engaging in meetings, writing and reviewing documents. Strong emotional intelligence required to develop and maintain productive working relationships; respond appropriately to multiple workload requests and conflicting deadlines. The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services; develop new insights into situations and apply innovative solutions to make organizational improvements; and value cultural diversity and other individual differences in the workforce. Sustained mental activity for writing, editing, reviewing, collaborating, problem solving, conducting analysis and related tasks. The ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation; to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

The work environment is fast-paced, busy and requires considerable flexibility in managing time, priorities, and assignments. 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, out-of-state, and internationally. 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 the California Department of Human Resources (CalHR) regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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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