STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
C.E.A.	D4 Traffic Operations Executive	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Deputy District Director, Traffic Operations	904-351-7500-001	11/06/2026

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 District Director and Chief Deputy District Director, the Deputy District Director is responsible for the management, policy development, direction, and coordination of all activities for the Division of Traffic Operations. These include: System Operation activities such as traffic management, Intelligent Transportation System (ITS) development and implementation, and ITS device asset and performance management; System Management activities such as electrical design, highway operations, and encroachment permits; and Transportation Safety activities such as traffic safety investigations, safety signing and engineering, and implementation of a Safe System Approach. The incumbent is responsible for all aspects of Transportation Systems Management and Operations (TSMO) and the planning and management of traffic system development and operations for the State Highway System within the nine San Francisco Bay Area counties.

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. (Equity, Employee Excellence - Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity - Equity, Innovation, Integrity, 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, Employee Excellence - Equity, Integrity, 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 - Collaboration, Innovation, Integrity, Stewardship)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride)
- **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. (Equity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Equity - Collaboration, Innovation, Integrity, 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. (Safety - Collaboration, Innovation, Integrity, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Employee Excellence - Collaboration, Equity, Integrity, People First, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Implements policies and leads District 4 operations and safety Programs including: - Programming and delivery of safety and operational improvement projects to achieve programs targets - Completion of traffic safety investigations and implementation of safety/operational improvements as needed - Issuance of encroachment permits - Management of the TMS program and its inventory - Traffic monitoring, incident management, and special events planning on Bay Area State highways - Management of traffic for construction and maintenance activities, incidents, and special events - Joint Operation of the District Transportation Management Center in cooperation with the California Highway Patrol - Oversight of managed lanes, including HOV/Toll lanes, bus on shoulder, truck climbing lanes - Management of the traffic CENSUS program and its inventory - Oversight of the division's personal service and operating expense budget
30%	E	Engages in the resolution of highly complex or politically sensitive issues, administrative and personnel matters, and inter-agency and public relation concerns and advises the District Director and Chief Deputy District Director on complex issues related to the Traffic Operations Programs. Participates in developing and implementing Departmental, District, and Program strategic plans, setting performance goals and objectives, and championing new initiatives related to highway safety and traffic operations. Monitors and reports progress against performance targets. Partners with districts/HQ programs, the California Highway Patrol, Metropolitan Transportation Commission, County Transportation Agencies, Bay Area local jurisdictions, transportation stakeholders, and academia to advance common interests to enhance highway safety and mobility. Represents the Department in meetings with federal, state, regional and local agencies legislators and community members concerning the scope and content of the Division' s transportation program.
25%	E	Provides policy and administrative direction to ensure the effective use of resources to include safety investigations, safety reviews, and the attainment of project goals which emphasize transportation safety for all users, by prioritizing safety of all users of the roadways over competing transportation outcomes, prioritizing the elimination of fatal and serious injuries through our existing safety improvement programs. Participates in committees and task forces to assist with statewide technical policy development and to provide expert advice and input. Develops, coaches, and trains staff through effective leadership, delegating work assignments, evaluating performance of subordinates, determining training needs and succession planning, and addressing personnel issues in the division.
5%	M	Participates in disaster planning and serves as Emergency Operations Center (EOC) Director as required.

[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

The incumbent is responsible to directly supervises a staff of Principal/Supervising Transportation Engineers (Civil/Electrical) and exercises general supervision over other engineering and technical personnel in the Division of Traffic Operations.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent is responsible to plan, supervise and direct the activities of others, communicate effectively in written and oral forms, implement policy, formulate and implement procedures, negotiate effectively with federal, state, regional and local agencies.

The incumbent must possess technical expertise and is responsible to be knowledgeable in the methods for planning, organization, directing, and controlling projects, the principles and techniques of project development, supervision, and personnel management, and the mission, vision, goals, and programs of the California Department of Transportation (Caltrans). Additionally, the incumbent is to be knowledgeable in the laws, rules, and policies of the state of California, federal highway policies, guidelines, and standards, the laws, regulations, and implementing guidelines pertaining to the various phases of

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transportation engineering and systems planning, and the factors that impact transportation facilities on the environment, community, and economy thorough knowledge of the Statewide Transportation Improvement Program and local agency process.

The incumbent must be able to communicate effectively both verbally and in writing, and be able to speak on behalf of the department in response to the steady flow of inquiries from interested citizens, legislators, other state agencies, and federal, state, and local government on a wide variety of complex transportation issues affecting the district and department and be able to perform under rigid time constraints and pressure.

The incumbent must possess the ability to establish and maintain positive relationships with internal and external partners and stakeholders and establish and/or contribute to District and Department policy to ensure project delivery. The incumbent should also demonstrate personnel management techniques and be able to fulfill a manager's role in the department's Equal Employment Opportunity (EEO) program.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for fostering and coordination logical, well-conceived operation programs. Local agencies and governments depend upon prompt and accurate review of projects to assure required standards and establish timeliness are met and programmed funds are approved. Failure to adequately administer these operation activities could cost the Department in terms of non-delivery of scheduled projects and in loss of creditability and funds.

The incumbent is responsible for the overall policies, direction setting, and priority establishment for the development of management and staff in the Division of Traffic Operations and provides the guidance and strategy for preparing recommendations on District matters and decisions. Expert advice to top management is essential to avoid errors that could expose Caltrans to criticism from the legislature and seriously restrict the operating capability and flexibility of Caltrans. Errors in any of the above areas could have a substantial impact on the Department's ability to deliver its work program and schedule and result in a loss of resources and funding at the federal, state and local levels.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employee's 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 the Department's reputation as a secure and confidential organization, may result in employee grievances or lawsuits, and pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

The incumbent represents the Department in meeting and dealings with federal, state, regional and local agencies concerning the scope of the District's transportation program. The incumbent must establish and maintain good working relationships with the management staff of corporate headquarters, other District divisions, and other Districts. In addition, the incumbent's activities and those of the Division of Traffic Operations involve interaction with the general public and the impacts of transportation projects and actions on individuals and communities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit and use a computer/keyboard and various computer programs for an extended period of time in the day-to-day execution of assigned job duties, concentrate in order to review and create documents and meet strict deadlines, and must have the ability to multi-task, adapt to changing priorities, and complete tasks or projects with short notice. Additionally, the incumbent must be open to change and new, creative, and innovative methods of completing work, be able to sustain mental activity for problem solving, responding logically, and analyzing and reasoning, be able to recognize emotionally charged issues, problems, or difficult situations and respond tactfully and professionally, and maintain complete confidentiality, and be able to develop cooperative relationships, behave in a fair and ethical manner towards others, and demonstrate responsibility and commitment to public service. Overtime may be required and vacation restricted during peak times and fiscal year end and closing.

Most of the jobs in the Division requires interaction with the people. It is important that employees work with others in a cooperative manner. The incumbent must be open to change and new information, be able to adapt behavior and work methods in responses to new information, changing conditions, or unexpected obstacles, and value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent usually works in an office environment, but occasionally may be required to work outside in all weather condition. The noise level in the work environment is usually moderate, although some public meetings and work site may be loud.

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While at the base of operation, the incumbent will work in a climate-controlled office with natural and artificial lighting and may experience periodic episodes with office temperature due to fluctuating building temperatures. The incumbent may also be required to travel to and from field office locations throughout the District boundaries, in addition to other District office locations, headquarters throughout the state. Travel may consist of driving, flying in an airplane, and/or both, and occur outside normal work hours.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on the current Caltrans telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs.

The incumbent is expected to be able to report to their worksite with minimal notification if an urgent need arises and may be required to conduct business travel on behalf of the Department or commute to the assigned headquarters location. Business travel reimbursements consider an employee's designated headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarters location will be the responsibility of the employee.

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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