STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Manager II	22/Safety and Management Services	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Deputy Division Chief, Discipline, ODCAST and Labor Relations	702-015-4802-005	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 Chief, Division of Safety and Management Services, the Deputy Division Chief has responsibility for the Office of Discipline Services (ODS) and Office of Driver Certification and Substance Abuse Testing (ODCAST) and the Office of Labor Relations (LR). The incumbent provides leadership to staff who are responsible for the development, management, and implementation of the Department's statewide progressive discipline and Labor Relations programs, ensuring adherence to the highest legal and ethical standards. The incumbent provides oversight and direction to the Department's ODS, ODCAST and LR and may represent the Department at SPB hearings, Labor Arbitrations and Meet and Confers. The incumbent oversees the development of work standards, monitors the attainment of those standards, establishes consistent work processes, and ensures the development of a customer service-oriented office.

CORE COMPETENCIES:

As a Manager II, 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 - Equity, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Collaboration)
- **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. (Equity, Employee Excellence - 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, Equity - Equity, Integrity)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Equity, Climate Action - Equity, Pride)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Equity, Employee Excellence - Integrity, Pride, Stewardship)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety, Equity - Collaboration, Equity, Innovation, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Equity - Equity)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Equity, Employee Excellence - Equity, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	Manages and oversees the Department's statewide progressive discipline program and Labor Relations Office. Directs staff in the preparation of disciplinary and non-punitive administrative actions, and grievances ensuring compliance with applicable case law, statutes, and regulations. Consults with executive management statewide on the most complex and sensitive formal actions and determines appropriate charges. Reviews and approves the Department's responses to the most complex cases before the State Personnel Board (SPB).

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20%	E	Directs and reviews the development and implementation of training sessions in a variety of Human Resources areas. Ensures newly adopted personnel policies and procedures are conveyed and instituted throughout the Department.
25%	E	Provides leadership over the Department's ODS, ODCAST and LR units. Maintains oversight to ensure that Caltrans complies with State and Federal laws. Reviews correspondence for signature of the Director, Chief Deputy Director, Deputy Director, or the Division Chief. Prepares responses to the most sensitive legislative and constituent referrals.
10%	M	Consults with departmental Labor Relations, Accounting, Audits & Investigations, and Legal staff concerning complex issues and policy implementation. Confers with SPB, Department of Personnel Administration, Employment Development Department, Department of Industrial Relations, and other state agencies concerning interpretation and consistent application of Government Code laws and rules.

[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
Direct supervision over 2 Supervisor II's and 2 Labor Relations Manager I's

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of the Department's mission, goals, and organizational structure and major work programs. Must have strong administrative skills and the ability to identify technical and legal issues with the State's progressive discipline and Labor Relations processes, including the capacity to identify solutions, alternatives, and guide management toward effective decisions. Must have knowledge of principles and practices of employee supervision, development, and training. Must have knowledge of processes, practices, and the trends of program management. Knowledge of formal and informal aspects of the legislative process and the administration of the Department's goals and policies.

Ability to gain and maintain the confidence and cooperation of those contacted during the course of work. Ability to establish priorities and reason logically. Must have the ability to independently research and analyze data and problems, evaluate alternatives, and adopt effective courses of action to solve management issues. Ability to convey ideas and present information clearly and logically, both orally and in writing. Demonstrate capacity for assuming the most difficult management and administrative responsibilities. Ability to assume responsibility for a well-established and fully developed staff services function.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent is responsible for the administration of the Department's progressive discipline process and ODCAST programs. Improper direction and recommendations could severely impact managers and supervisor's ability to discipline employees and/or generate civil actions. Improper direction or recommendations could also cause severe financial liability to the State and the Department's ability to achieve its mission and goals.

The incumbent is responsible for complying with the Information Practices Act (IPS) 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 employees' confidential information may damage DSMS's reputation as a 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, while providing quality customer service at all times, independently confers with departmental employees at all levels. Contacts man include the Director; Deputy Directors, District Directors, Division Chiefs and their respective staff; legislators; other state, federal, and county entities; unions; college and university administrative staff; CalHR, SPB, community based organizations, etc.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Employee may be required to sit for long periods of time using a keyboard and video display terminal. May also be required to life, carry, and move boxes of material under 25 pounds from one location to another. Employee will occasionally bend, stoop, kneel to pull or push objects, grasp objects with fingers, stand for long periods of time, and twist the body or neck in a sideways motion, either seated or standing. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must be able to sustain concentration levels needed for reviewing material, auditing, problem solving, and reasoning. Employee man deal with difficult people and must have the ability to develop and maintain cooperative working relationships; ability to resolve emotionally charged issues reasonable and diplomatically; consider and respond appropriately to the needs of different people in different situations; and be tactful and treat others with respect.

Incumbent: behaves in a fair and ethical manner towards others and demonstrates a sense of responsibility to commitment to

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public service: values cultural diversity and other individuals' differences in the workforce; and ensures that the organization builds on these differences and that all employees are treated in a fair and equitable manner.

WORK ENVIRONMENT
While at his/her base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel.

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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