

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION District 11/Environmental Division	
WORKING TITLE Deputy District Director, Environmental	POSITION NUMBER 911-001-7500-XXX	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the District 11 Director, the Deputy District Director, Environmental, is responsible for leading, managing and overseeing a multi-disciplinary staff conducting comprehensive environmental studies and delivering environmental documents for various transportation related projects. Projects range from regional corridor and capital projects, and incorporate all phases of project development, as well as maintenance and emergency projects. The incumbent also develops and implements policies for the various division branches, and provides consultative environmental services and support on other district related issues for compliance with federal and state environmental laws and regulations.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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 First, Cultivate Excellence, Advance Equity and Livability in all Communities - Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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 First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation, Integrity)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

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TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Leads and directs the division's planning and implementation efforts in support of project delivery related to the following areas: Environmental Analysis Specialists, Environmental Analysis Generalists, Environmental Engineering/Hazardous Waste, and National Pollutant Discharge Elimination System (NPDES)/ Storm Water Compliance in San Diego and Imperial County. Develops and implements policies and procedures consistent with statewide goals and objectives. Directs the work activities of subordinate managers to identify needed products and resources, develops program goals and implementation plans, and ensures that schedules and resource commitments are met by environmental planning for overall project delivery plans. Provides direction to support and review services of regional and local jurisdictions in preparing technical studies and environmental documents for projects on the State Highway System. Oversees the hire and review of consultants engaged to perform specialized tasks. Advises the District Director on the full range of policy issues related to the Environmental programs.
30% E	Plans, organizes, directs and evaluates the activities of the District's environmental analysis functions. Develops and implements key policy and organizational changes, guidelines, and procedures to ensure accountability and responsibility for project development and delivery. Ensures the District is in compliance with all federal, state and local environmental laws and regulations. Develops the short term and long term policies and strategic plans relative to all facets of environmental planning and analysis for the State Highway System within the District. Prepares budgets for staffing allocations, operating expenses, training and other anticipated expenditures. Maintains approved staffing levels within prescribed allocations. Ensures mandatory and discretionary training provided to staff to enhance professional skills. Develops Division Program Level Action Plans that include the Department's goals, strategic objectives, strategies, and performance measures. Establishes the strategic direction for District 11 Environmental.
15% E	Facilitates, coordinates and negotiates with federal, state and local agencies relative to environmental matters and for securing necessary approvals and permits. This includes but is not limited to the California Department of Fish and Wildlife (1601 and 2080 permits), Coastal Commission (Coastal permits), Water Quality Control Board (401 permits and Certificate of Conformance), State Historic Preservation office (106 determination), Environmental Protection Agency, FHWA, U. S. Coast Guard, U.S. Army Corps of Engineers (404 permit), and the U.S. Fish and Wildlife Service.
10% E	Represents Caltrans involving highly sensitive or controversial environmental issues. Represents Caltrans at public conferences and meetings with federal, state, county and city officials: regional and local planning agencies and authorities; special interest and advocacy groups; elected officials; impacted community groups and individuals; and industry representatives on issues relating to environmental aspects of delivering transportation projects and services.
5% E	Actively participates as a member of the District's executive management team and contributes toward the strategic planning and leadership of the District's overall program.

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

The Deputy District Director, Environmental, receives general direction from the District 11 Director. The incumbent is responsible for providing supervision and guidance to a multi-disciplinary environmental and engineering analysis staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the principles, practices and trends of environmental planning and public administration; knowledge of laws, regulations and implementing guidelines pertaining to environmental planning. Knowledge of the organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; a manager's role in the Department's Equal Employment Opportunity (EEO) Program.

Ability to: Plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures, and practices; integrate the activities of a diverse program to attain common goals; articulate

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program policies and goals to management, staff, and the public; develop cooperative working relationships with representatives of all levels of government, the public, and internal/external stakeholders; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to Caltrans and the Department's EEO objectives. Ability to perform high administrative and policy influencing functions effectively. Ability to communicate clearly, verbally and in writing, with respect to the full range of issues within the sphere of environmental planning.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for the overall policies, direction setting, and priority establishment for the administration and management of the Environmental Division. 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 credibility and ability to deliver its work program and schedule, and result in a loss of resources and funding.

PUBLIC AND INTERNAL CONTACTS

The incumbent represents Caltrans in meetings 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 management and staff of all levels in HQ, other divisions, and other districts. In addition, much of the incumbent's activities and those of the Environmental Division involves extensive interaction with the general public and the impacts of transportation projects and actions on individuals and communities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a computer. Most of the jobs in the Division require interaction with people. It is important that employees work with others in a cooperative manner. Employee must be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, and unexpected obstacles. The incumbent must value cultural diversity and other individual differences in the workforce. Employee must be able to concentrate in order to review and create documents and meet strict deadlines at times. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

WORK ENVIRONMENT

While at the base of operation, the employee works in a climate controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Must have the ability to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. Possession of a valid driver's license is required to operate a State owned or leased vehicle.

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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.)

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
