

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Staff Services Manager I	OFFICE/BRANCH/SECTION Director's Office of Equity & Tribal Affairs	
WORKING TITLE Tribal Advisor, Economic Development	POSITION NUMBER 900-074-4800-921	REVISION DATE 08/01/2024

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 Senior Tribal Advisor, a Supervising Transportation Planner, the Staff Services Manager (SSM) I (Specialist) provides subject matter expertise and is responsible for administering the Caltrans' Tribal Employment Rights Ordinance (TERO) Program. The SSM I (Specialist) will oversee the implementation of Caltrans' TERO policy and work with District Native American Liaisons, project management staff, and tribal governments to develop Caltrans' TERO guidance documentation and templates for Memorandums of Understanding (MOUs) and reporting. The incumbent will lead and facilitate monthly TERO work-group meetings; train Divisions in effectively implementing TERO; review TERO MOUs to ensure alignment with Caltrans' policy; develop systems and support the tracking, evaluation, and documentation of TERO provisions and how well TERO provisions were adhered to by contractors; and collect data, conduct analysis, and provide recommendations to improve TERO implementation.

CORE COMPETENCIES:

As a Staff Services Manager 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence, Advance Equity and Livability in all Communities - Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Advance Equity and Livability in all Communities - Equity, 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. (Cultivate Excellence, Advance Equity and Livability in all Communities - Equity, Innovation)
- **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. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity)
- **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. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Cultivate Excellence, Advance Equity and Livability in all Communities - Equity, Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity)

TYPICAL DUTIES:

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

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45%	E	As a Caltrans' Tribal Advisor, the SSM I (Specialist) will lead the TERO Program and coordinate the implementation of the Caltrans TERO policy as outlined in Deputy Directive DD-74-R2. As a project manager, the incumbent will develop systems, monitor activity, and identify, document, and evaluate problem areas; work in collaboration with tribal, internal, and external partners to address implementation issues and update the TERO policy; convene/facilitate statewide meetings; and brief Caltrans executive management as needed. Provide technical assistance to Caltrans staff when questions about TERO arise. Provide input to other Divisions and District Native American Liaisons and support development of TERO MOUs.
20%	E	Lead regular coordination with the Office of Civil Rights, Districts, and relevant Divisions to strengthen Caltrans support of Native American Tribal self-governance, job creation, and economic development. Duties include, but are not limited to, informing and assisting with the development and promotion of new workforce development and job training programs.
15%	E	Prepare complex policy and technical correspondence, informational reports, issue memos, analysis of proposed legislation, special assignments and other written documents. Collaborate with and provide technical assistance to the districts, external agencies, Tribal Governments, and other units within the Department on Native American issues, especially as the relate to TERO, self-governance, workforce development, and tribal development.
10%	E	Coordinate with Caltrans leadership, District Native American Liaisons, other Caltrans divisions/functional units, CA Native American Tribal Governments and community members on statewide or policy-level tribal transportation needs.
5%	E	Assist with staffing the Native American Advisory Committee and regularly attend other Caltrans business development work groups, meetings, and events such as those organized by the Office of Civil Rights.
5%	M	May lead or participate in the development of additional departmental initiatives to expand workforce opportunities for Native Americans. Perform other job related duties within the scope of the classification as assigned.

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 position will function as a non-supervisory staff specialist leading cross functional work. This will include cross functional management, which may entail overseeing and reviewing the work of Transportation Engineers, Senior and Associate Transportation Planners, Staff Services Managers, Associate Governmental Program Analysts, or consultants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The ability to work cooperatively with federal agencies, Tribal Governments, Caltrans staff, regional agencies, cities, counties, and other partner agencies. Previous experience working with Tribal Governments, Native American issues, and contracts is desirable.

Knowledge of CA Native American cultures and of current Native American issues and legislation. Knowledge of TERO, tribal self-governance, and tribal development is desirable. The ability to represent the Department with internal and external partners and to maintain cooperative relationships with individuals and organizations in the daily conduct of business. The ability to work successfully both independently and as part of a team; to carry out assignments expeditiously and completely; to collect, develop, categorize, maintain, and summarize data; and to communicate clearly and effectively both verbally and in writing. Ability to analyze situations accurately and develop an effective course of action.

The ability to take initiative and have strong leadership and communication skills to build and maintain diverse internal and external relationships. The ability to assess needs, develop work plans, establish and meet delivery time frames, report success, elevate challenges, and share progress with management. The ability to work independently and resolve issues while maintaining close attention to detail. The ability to be a self-starter and produce quality work within requested time frames with minimal supervision.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The position includes responsibility for ensuring that the Caltrans Director's Policy on working with Tribal Governments and Native American community members, Caltrans Deputy Directive on TERO, and state/federal law and policy for tribal collaboration/consultation are carried out. Errors could result in loss of credibility with the Tribal Governments with which the Department interacts. Failures could also jeopardize federal transportation funds received by California.

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PUBLIC AND INTERNAL CONTACTS

The incumbent serves in a liaison role and must maintain an effective professional working relationships with individuals from Caltrans, regional and federal agencies, and Tribal Governments/Native American community members. The ability to interact effectively with administrators, Bureau of Indian Affairs Officials, and Native American tribal chairpersons. The ability to understand and communicate with the Native American community and to establish and maintain a high degree of credibility with that community. Contact with Native American tribes, Native American organizations, Native American individuals, District and Headquarters functional units; local and regional agencies; consultants; other State and Federal agencies; the media; and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Develop and maintain cooperative working relationships. The ability to deal effectively with pressure; maintain focus and intensity, yet remain optimistic and persistent, even under adversity. This ability to remain patient and be understanding when dealing with a high volume of requests from a diverse group of people. The ability to multi-task, adapt to changes in priorities, stay mentally focused for long periods of time, and complete tasks or projects with short notice. The ability to sit for long periods of time using a keyboard and video display terminal while performing tasks utilizing a personal computer.

WORK ENVIRONMENT

While at their base of operation, employee will be required to work in a climate-controlled office, under artificial light and potentially fluctuating building temperature. Incumbent will be expected to work in office as well as by telework. Incumbent may be required to travel in State. Out-of-State travel may be occasionally necessary. The environment requires considerable flexibility in managing time, priorities, and assignments. Possession of a valid driver's license is required when operating a state owned or leased vehicle.

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.

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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

ADA Notice

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