

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Supervising Transportation Planner	OFFICE/BRANCH/SECTION Director's Office of Equity and Tribal Affairs	
WORKING TITLE Senior Tribal Advisor	POSITION NUMBER 900-074-4725-921	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 Deputy Director for Equity & Tribal Affairs, the Senior Tribal Affairs Advisor will lead and coordinate work across the Department to advance government-to-government and business relationships with California Native American Tribes. The incumbent will oversee and support the Native American Liaison Branch (NALB) and the Caltrans Tribal Employment Rights Ordinance (TERO) Program. This position will serve as a subject matter expert, responsive to requests for guidance from across Caltrans. This position will provide strategic direction and leadership to improve, develop, and advance policies and programs that strengthen the ability of Caltrans to support and meet the needs of California Native American Tribes. This position will be responsible for convening internal and external partners to understand and resolve regulatory, statutory, and/or procedural impediments limiting the Department's ability to work effectively and consistently with Native American governments and communities.

The work of this position requires taking initiative, strong leadership, and communication skills to build and maintain diverse and effective internal and external relationships. The incumbent is accountable for assessing needs; developing work plans; establishing and meeting delivery timeframes; reporting success, elevating challenges, and sharing progress with Caltrans leadership. The incumbent must have the ability to work independently and resolve issues while maintaining close attention to detail. The incumbent should be a self-starter and is expected to produce quality work within requested time frames with minimal supervision.

**CORE COMPETENCIES:**

As a Supervising Transportation Planner, 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. (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)
- **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. ( Advance Equity and Livability in all Communities - Equity, Integrity)
- **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)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. ( Advance Equity and Livability in all Communities - Engagement, Equity)
- **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. (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, Integrity)

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

- **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. (Cultivate Excellence, Advance Equity and Livability in all Communities - Equity, Integrity)

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
45%	E	Provide strategic direction and serve as the Department lead on tribal affairs. Provide executive-level advice and counsel to the Director, Chief Deputy, and executive management on policy and program matters related to or impacting California Native American Tribes and tribal communities. Coordinate departmental responses to inquiries and legislation regarding the needs and interests of California Native American Tribes and tribal communities. Direct, strengthen, and expand the work of the Native American Liaison Branch (NALB). Oversee and support implementation of the Caltrans Tribal Employment Rights Ordinance (TERO) Program. Work with staff to establish mechanisms to track program effectiveness.
40%	E	Spearhead and coordinate the development and update of existing Departmental policies and procedures to improve the ability of Caltrans to engage in government-to-government work with California Native American Tribes; work with their business entities; and ensure California Native American Tribes and tribal communities are engaged and consulted during all phases of Caltrans' planning and project development phases. Coordinate efforts to remove structural and/or systemic barriers that hinder participation of California Native American Tribes in transportation funding programs. Work with internal and external partners to develop new programs to serve needs identified by California Native American Tribes.
10%	E	Strengthen relationships and partnerships with Tribal Advisors and Liaisons across state agencies and beyond California to share best practices and leverage lessons learned to improve Caltrans processes, inform the development of new programs and leverage resources. Participate in and represent Caltrans in interagency and national convenings as needed.  Develop and strengthen relationships with federal partners to coordinate on better serving needs identified by California Native American Tribes and tribal communities.
5%	M	Responsible for such other work as may be required or directed including performance of some of the duties of the Deputy Director of Equity & Tribal Affairs, in her/his/their absence.

<sup>1</sup>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 position is a full managerial position responsible for policy development, implementation, and management of tribal affairs. The position provides first line supervision to the senior staff and will oversee the work of all senior, entry and journey level staff within the office.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent should have a knowledge of California Native American Tribes, transportation, and economic development issues as they relate to Native American communities, and familiarity of relevant federal and state laws and regulations regarding tribal affairs and consultation. The incumbent should also have a sensitivity to and understanding of tribal history, culture, traditions, and values.

Incumbent must be able to represent the Department to the leadership of California Native American nations and maintain cooperative relationships with individuals, governments, and organizations in the daily conduct of business. Must have demonstrated effective leadership skills and supervisory experience. Ability to organize, direct, monitor, and evaluate the work of staff. Ability to work with minimal direction and supervision, self-directed and able to initiate and lead work on complex projects, analyze problems and solutions, and to handle multiple assignments simultaneously. Ability to communicate effectively verbally and in writing with internal and external partners, the public, and the media.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Responsible for making decisions and taking independent action and initiative in managing Tribal Affairs. Decisions made broadly affect and are affected by actions of the Department, California Transportation Commission, Legislature, federal and state agencies, California Native American Tribes, and local agencies. Errors could result in loss of credibility with California Native American Tribes. Failure to consider the political sensitivity or to fully evaluate the fiscal, economic, social, and

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

## POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

---

environmental effects of a decision on Caltrans' programs could result in policies not feasible to implement, negative public or media scrutiny, or inability to improve transportation-related outcomes for California Native American Tribes.

---

### PUBLIC AND INTERNAL CONTACTS

The position has extensive contact with external and internal stakeholders; maintains continuing relationships with the full range of management levels within the Department; and fosters partnerships with federal and state agencies, California Native American Tribes; and reaches out to develop new partnerships as necessary. The incumbent should have the ability to understand and communicate with the Native American community and to establish and maintain a high degree of credibility.

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Mental requirements include the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames; formulate effective strategies consistent with the business and competition; create a work environment that supports diversity, inclusion and belonging; encourages creative thinking and innovation; enable others to acquire the tools and support they need to perform well; develop new insights into situations and applies innovative solutions to make organizational improvements.

Emotional requirements include the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of the work and to communicate effectively; respond appropriately to difficult situations; recognize emotionally charged issues or problems; must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

---

### WORK ENVIRONMENT

Employee will work in an office environment and will be required to travel to meet with California Native American Tribes and other partners as necessary.

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.

# POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

---

---

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