

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION District 12/Planning & Local Assistance	
WORKING TITLE Deputy District Director, Planning & Local Assistance	POSITION NUMBER 912-800-7500-001	REVISION DATE 02/21/2024

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 District 12 Director, the incumbent is responsible for planning, managing and directing the work within the District boundaries of Orange County. The Division of Planning and Local Assistance encompasses two offices: Office of Transportation Planning, and Office of Project Initiation and Local Assistance. The incumbent represents the District at transportation planning agencies, Metropolitan Planning Organizations, Council of Governments, local governments, and other policy boards and technical committees.

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. (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)
- **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, 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)
- **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, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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. (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)
- **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)
- **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. (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. (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)

ADA Notice

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- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (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)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35%	E Advises the District 12 Director on the full range of complex issues related to District's Transportation Planning, Project Initiation and Local Assistance programs. Participates as a member of the District Executive Staff in developing innovative and effective transportation strategies for the District and makes recommendations on program development, resources staffing and delivery. Implements policies and formulates work plan. Sets program direction and performance expectations for the Division to support the accomplishment of the Department's mission and goals. Reviews major work activities with Division Office Chiefs to ensure expectations are achieved and commitments to internal and external partners are kept. Provides short and long term strategic direction for the Division. Handles complex and sensitive plans and projects that arise to the District. Coordinates with HQs, other districts, D12 other functions, Federal, State, Regional and Local Agency partners, elected officials and communities on various issues and makes decisions and recommendations. Develops and strengthens internal and external partnerships and fosters collaborative approaches to creating, implementing, and achieving overall transportation planning goals and objectives. Ensures effective and timely communication between the District, partners and public about upcoming transportation planning and local assistance activities. Represents the Department and speaks in public on transportation matters pertaining to the District.
25%	E Oversees all District 12 Transportation Planning and Modal Programs, including Local Development Review, Rail and Mass Transit, Climate Change, System Planning, Active Transportation, Equity & Engagement, State Planning, Special Studies, Regional Planning, Strategic Investment Planning, Goods Movement and Air Quality Programs. Responsible for directing and approving all transportation planning deliverables to ensure 100% delivery of planning commitments in the Division Delivery Plan.
25%	E Responsible for directing and approving all Project Initiation Documents (PIDs) and Local Assistance Program deliverables. Coordinates with other branches and agencies, conferring with Federal, State, Regional and Local Agency staff on various issues and makes recommendations for solutions. Negotiates the PID workload and resource with HQs and delivers annual Planning Performance Agreements. Provides program and project delivery direction and support local agencies for contract and funding administration on local roads funded by Federal and State. Oversees the PID Program and Local Assistance Program to ensure 100% delivery for both programs in the Division Delivery Plan.
15%	E Ensures effective management of budgetary resources and administrative requirements for programs that are the responsibility of the Division. Manages Division resources and workload commitments. Prepares budgets for staffing, allocations, operating expenses, training and other expenditures. Maintains approved staffing levels within prescribed allocations. Ensures mandatory and discretionary training to enhance staff professional skills.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Directly supervises Supervising Transportation Engineer and Supervising Transportation Planner. Responsible for all work units within Division of Planning and Local Assistance.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: the organizations and functions of California State Government including the organization and practices of the Legislature and 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; and a manager's role in the 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; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to Caltrans' EEO objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent works with a wide range of individuals, employees, public organizations and elected officials. In this capacity, the incumbent is required to make sensitive and diplomatic decisions consistent with state policy. The incumbent is responsible for the Division staff activities and for the coordination of consultants and their timely provision of services and products. Poor decisions affect Caltrans' credibility and relationships with others and inefficient use of resources. Incumbent has general management responsibility for resources (dollars, staff, facilities, real and personal property) and program support administered in the Division. These decisions typically affect all District 12 organizations and functions. Errors in judgment could result in the organization being exposed to internal grievances, external criticism and lawsuits. At a minimum, errors could result in erroneous budget allocation and/or projections leading to inefficient use of public monies and/or lack of required funds.

PUBLIC AND INTERNAL CONTACTS

This position requires considerable personal contacts both Internal and external, including all Caltrans personnel, federal, state and local agency elected officials or their representatives, local agency staff, citizens and citizens groups from various communities and special Interest groups. This position represents Caltrans at meetings and through correspondence, and represents the District management in dealing with other Divisions within Caltrans. Incumbent is responsible for developing and maintaining positive relationships.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations; recognize emotionally charged issues or problems and acknowledge the various responses and must have the ability to apply sound judgment in problem solving.

While at their base of operation, employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employee may be required to sit for long periods of time using a keyboard and video display terminal. Work hours may fluctuate based on emergencies, peak times and fiscal year end closing.

The selected candidate must be open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Values cultural diversity and other individual differences in the workforce. 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 Deputy District Director will work in a climate-controlled office under artificial light. There will be occasional fluctuations in building temperature. The Deputy District Director will work at the District Headquarters office and will attend meetings and/ or training outside the office and in the field. Some travel is required throughout California. Telework is performed in accordance with the department's Telework Policy.

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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
