

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION District 3, Administration	
WORKING TITLE Deputy District Director, Administration	POSITION NUMBER 903-001-7500-002	EFFECTIVE 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 3 Director, the Deputy District Director is responsible for all activities relating to the Administration programs in the District. The incumbent develops and implements policies for the Offices of Business Management, Business Intelligence, Public Information, Graphics and Reprographics Services, Health and Safety, Equal Employment Opportunity, Small Business, and Resource Management.

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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **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 - Equity)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Advance Equity and Livability in all Communities - Integrity)
- **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. (Cultivate Excellence - Engagement)
- **Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Advance Equity and Livability in all Communities - Innovation)
- **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. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First - Integrity)

TYPICAL DUTIES:

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

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45%	E	<p>Serves as the District Director's Chief of Staff and is the primary advisor to the District Director on matters pertaining to the business functions of the District (i.e., overall resource management, cost efficiencies, policy communication, quality control of administrative support, and overall staff development).</p> <p>Develops the short and long term policies and strategic plan relative to all facets of administration programs within the District.</p> <p>Establishes Division Program Level Action Plans that include the Department's goals, strategic objectives, strategies and performance measures.</p> <p>Resolves with the District Director highly sensitive issues that may involve resource distribution and personnel matters internal to the District and/or other transportation entities, local elected officials and the public.</p>
30%	E	<p>Establishes District policy, procedure and evaluation criteria that ensure District resource management activities are performed within departmental policy direction and program goals.</p> <p>Develops budget plan and systems to manage operation expenses and personnel years for the District. Monitors performance and ensures resource expenditures remain within allocations while meeting program objectives.</p> <p>Provides for management of facilities and real property assets for the District.</p> <p>Responsible for planning and managing the Public Affairs, Public Awareness and Safety Programs for the District. Includes community outreach with local officials, business community representatives and minority advisory groups.</p>
25%	E	<p>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.</p> <p>Advises the District Director, Deputy District Directors and other managers on highly sensitive, disciplinary, discrimination and labor relation issues.</p>

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

Provides direct supervision to the District Office Chiefs and oversees the activities of the Administration programs in the District.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires a broad knowledge of principles, practices, policies, laws, rules and regulations affecting the full range of administrative functions and organizations. Also requires comprehensive knowledge of all other functions within the District and the Department; should be familiar with modern technology and its application in Caltrans; must be an effective communicator and innovator. Represents the Department effectively in a variety of complex and sensitive issues.

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 person is required to make sensitive and diplomatic decisions consistent with state policy.

Lack of tact and/or error in judgment in disseminating information could result in project delays or project cancellation due to community pressure, political unacceptability, and/or lawsuits by special interest groups.

PUBLIC AND INTERNAL CONTACTS

This position's responsibilities require contact with various top management in the Department. Additionally, other governmental agencies and departments at the Federal, State and local levels, special interest groups representing both private citizens and industry and contact with the Governor's Office, elected officials, the Business, Transportation and Housing Authority, the California Transportation Commission and legislators and their staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Create and sustain an organizational culture that encourages others to provide the quality of service essential to high performance. Must understand linkages of administration competencies and mission needs. Must consider and respond

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appropriately to the needs, feelings and capabilities of a diverse workforce in various situations.

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 in an office and will periodically attend meetings and/or training outside the office.

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

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