

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION Planning and Modal Programs	
WORKING TITLE Lead Advisor on Complete Streets	POSITION NUMBER 900-074-7500-XXX	REVISION DATE 04/30/2024

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 Deputy Director, Planning and Modal Programs, the incumbent will serve as the department's primary advisor on complete streets programs and best practices within the California Department of Transportation (Caltrans). The incumbent will serve as a point of contact for local officials, stakeholders, advocates and the public to provide concerns and suggestions related to complete streets and will lead strategic and high-level coordination with the Caltrans districts and programs. The incumbent is also responsible for state-wide representation on all matters concerning the bicycling and active transportation and the associated rules, regulations, policies, guidance, etc. The incumbent has executive-level skills in leadership, communication, partnership, and strategic thinking, as well as a deep commitment to the Department's strategic goals and vision, to providing excellent customer service, and to advancing equity through all efforts.

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 - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - 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. (Cultivate Excellence - 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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Advance Equity and Livability in all Communities - Equity)
- **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)
- **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. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **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 - Innovation)
- **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 - Integrity)

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TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Acts as Caltrans' primary advisor on complete streets programs and best practices with regards to planning, funding, design, and maintenance. Coordinates the efforts of relevant Caltrans divisions to develop and implement state bicycle programs, policies, and procedures including development and implementation guidance to districts and external partners. The incumbent will serve as a point of contact for local officials, stakeholders and the public to provide concerns and suggestions related to complete streets and will lead strategic and high-level coordination with the Caltrans districts and programs to improve bicycling, walking, and transit implementation and elevating safety. Provides complete streets expertise and input to the Deputy Director, Planning and Modal Programs and Caltrans management, and advises on sensitive or controversial matters.
30% E	Represents the State on bicycling issues of interest on a national, state, and regional level. In this capacity, serves as liaison to federal agencies, national bicycling organizations, agencies of other states, and other state agencies with bicycling and active transportation interests. Represents Caltrans on complete streets funding and policy issues, and provides expert input as required at public meetings, including California Transportation Commission meetings. Responsible for developing and maintaining relationships with advocacy groups, civic organizations, and officials of local jurisdictions to assist in the development and coordination of community interests in bicycling and active transportation. Leads the program with the primary goal of lowering bicycle and pedestrian deaths and to increase public access through proper infrastructure development, better allocation of resources, and promotion of Complete Streets.
20% E	Coordinate with the director, deputy directors, and assistant directors, district directors and single focal points within the department on issues, including, but not limited to, legislative affairs, public affairs, sustainability, and Complete Streets. Represent Director's expectation that all transportation projects funded or overseen by Caltrans will provide comfortable, convenient, and connected complete streets facilities for people walking, biking, and taking transit or passenger rail.
10% E	Manages the program leadership, organizational structure, and employee development opportunities to cultivate a diverse and engaged workforce and achieve the mission, goals, and responsibilities of the complete streets program. Represents and serves as the delegate for the Deputy Director of Planning and Modal Programs as needed.

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 is a full managerial position that provides first line supervision to the senior staff, and will oversee the work of all entry and journey level staff within the Program.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be knowledgeable of the Caltrans mission, vision, goals, and programs, laws, rules, and policies of the federal government and the State of California. Must have broad administrative abilities to manage a complex operation. Must be able to communicate effectively both in writing and speaking in response to the steady flow of inquiries from interested citizens, legislators, other State agencies, other states, foreign government on a wide variety of complex issues affecting Caltrans. Must be able to perform effectively under rigid time constraints and pressure.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Provides the guidance and strategy for preparing recommendations on complete street matters and decisions. Expert advice to top management is essential to avoid errors that could expose the Department to criticism from the legislature and seriously restrict the operating capability and flexibility of the Department. Errors in any of the above areas could have a disastrous impact on the Department and potential loss of funding.

PUBLIC AND INTERNAL CONTACTS

The position has direct contact with all levels of management in Caltrans, members of the California State Transportation Agency, Office of Traffic Safety federal, State, and local entities as well as bicycling and complete streets interest groups and the general public.

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.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for periods of time using a keyboard and video display terminal. The incumbent should be able to quickly adapt daily priorities in response to new information, priorities, and unexpected obstacles, multi-task effectively, interact with various levels of staff in a cooperative manner, be decisive, take appropriate actions, and respond to requests with short notice. The incumbent should be able to deal effectively with pressure, maintain focus, yet remain optimistic and persistent under adversity. The incumbent must act in a fair and ethical manner, demonstrate commitment to public service, develop organizational improvements, foster a creative and innovative work environment, be willing to take intelligent risks, and value equity and diversity in the workforce.

WORK ENVIRONMENT

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position. 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 headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the selected candidate.

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