

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION D4 Operations Executive	
WORKING TITLE Deputy District Director, Traffic Operations	POSITION NUMBER 904-351-7500-001	REVISION DATE 11/27/2024

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 Director/Chief Deputy District Director, the Deputy District Director is responsible for the management, policy development, direction, and coordination of the operations for the Traffic Operations Division. These functions include Traffic Management, System Design, Corridor Management, Intelligent Transportation System (ITS) Development and Encroachment Permits. The incumbent is responsible for all aspects of traffic safety and Transportation Systems Operations and Management (TSMO) of the State Highway System, and the planning and management of the Department's highway traffic system development and operations within the nine San Francisco Bay Area counties.

**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, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Integrity)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Equity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First, Cultivate Excellence - Engagement, Equity, Innovation, Integrity, Pride)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Safety First, Cultivate Excellence - Engagement, Equity, Innovation, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Innovation, Integrity)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **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, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Pride)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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30%	E	<p>Incumbent is responsible for coordinating various phases and facets of the District traffic safety and mobility activities intended to reduce traffic congestion and to improve highway safety:</p> <ul style="list-style-type: none"> <li>- Programming of highway safety and operational improvement projects to enhance the performance of the existing highway system.</li> <li>- Traffic monitoring, incident management, and special events planning on State highways.</li> <li>- Joint Operation of the District Transportation Management Center in cooperation with the California Highway Patrol</li> <li>- Dissemination of traveler information &amp; highway performance data for the existing transportation system.</li> <li>- Awareness of current Transportation Systems Management and Operations (TSMO) principles, guidelines, and best practices as well as emerging applications of Artificial Intelligence in Transportation.</li> <li>- Pricing and managed lanes, including HOV/Toll lanes, bus on shoulder, truck climbing lanes.</li> </ul> <p>Partners with District functional programs, the California Highway Patrol, Metropolitan Transportation Commission, County Transportation Agencies, Bay Area local jurisdictions, transportation stakeholders, and academia to advance common interests to enhance highway safety and mobility.</p> <p>Advises the District Director and Chief Deputy District Director on the full range of complex issues related to the Traffic Operations and Safety Programs.</p> <p>Participates in developing and implements Departmental, District and Program strategic plans, performance goals, new initiatives and objectives relating to highway safety and operations. Monitors and reports progress against performance targets.</p>
30%	E	<p>Incumbent is responsible for developing, implementing and assisting with policies &amp; procedures related to:</p> <ul style="list-style-type: none"> <li>- Electrical design and operational review of Intelligent Transportation Systems (ITS) and Transportation Management System (TMS) field and central elements, regulating traffic.</li> <li>- Traffic safety and operational improvement investigations and recommendations to improve the performance of the existing State Highway System.</li> <li>- manages traffic for construction and maintenance activities, incidents, and special events, including: <ul style="list-style-type: none"> <li>- Issuing encroachment permits for activities within highway rights of way.</li> <li>- Design and operation of traffic control devices and electrical systems regulating traffic.</li> </ul> </li> <li>- Traffic safety and operational improvement investigations and necessary corrective measures.</li> <li>- Development of Traffic Management Plans for highway construction projects &amp; maintenance activities.</li> <li>- Preparation of plans, specifications and estimates for highway electrical system and signing/markings/striping for multi-modal facilities serving all highway users, including pedestrian, bicyclists, and transit.</li> <li>- Asset Management and upkeep of CENSUS and TMS elements inventory and their reporting status.</li> </ul> <p>Resolving highly complex or politically sensitive issues, administrative and personnel matters: and inter agency and public relation work.</p> <p>Implements Caltrans policies and procedures for issuing encroachment permits for activities performed by external parties within State Highway rights of way.</p> <p>Assists with resolving issues related to commercial vehicle transportation and outdoor advertising permits. Support Risk Management through accountability check points, disposition of identified risks in project risk registers, and ensuring that functional unit communicate and update their risks throughout each project's life cycle.</p>

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30%	E	Develops, coaches, and trains staff through effective leadership, delegating work assignments, evaluating performance of subordinates, determining training needs and succession planning, and addressing personnel issues in the division.
		Plans and monitors budgets and schedules while producing quality services and deliverables.
		Consults with corporate Headquarters staff and District Division Chiefs on difficult technical, budget or administrative matters, and is responsible for directing resolution of highly technical and/or politically sensitive issues impacting assigned transportation projects.
		Responsible for traffic investigations and correctives measures; for intersections, the preparation of plans, specifications and estimates for highway signals; and the operation of the Traffic Management Center.
		Engages in the resolution of highly complex or politically sensitive problems, administrative and personnel matters, and inter- agency and public relations work.
		Represents the Department in meetings with federal, state, regional and local agencies legislators and community members concerning the scope and content of the Division' s transportation program.
10%	E	Ensures Task Management and supports Risk Management through accountability check points, and ensuring that functional units perform tasks and communicate risks throughout each project's life cycle.
		Assists with matters related to freight and commercial vehicle transportation and resolving issues concerning outdoor advertising permits.
		Participates in disaster planning and serves as Emergency Operations Center (EOC) Director as required.
		Participates in committees and task forces to assist with statewide technical policy development and to provide expert advice and input.

<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 incumbent is responsible to directly supervises a staff of Principal/Supervising Transportation Engineers (Civil/Electrical) and exercises general supervision over other engineering and technical personnel in the Division of Traffic Operations.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent is responsible to plan, supervise and direct the activities of others, communicate effectively in written and oral forms, implement policy, formulate and implement procedures, negotiate effectively with federal, state, regional and local agencies.

The incumbent is responsible to be knowledgeable of method of planning, organization, directing and controlling projects, and principles and techniques of project development, supervision and personnel management - and knowledgeable of the California Department of Transportation (Caltrans) mission, vision, goals, and programs; laws, rules, and policies of the state of California and federal highway policies, guidelines, and standards; knowledge of laws, regulations, and implementing guidelines pertaining to the various phases of transportation engineering and systems planning, and factors that impact transportation facilities on the environment, community, and economy; thorough knowledge of the Statewide Transportation Improvement Program and local agency process. Must be able to communicate effectively both verbally and in writing, and be able to speak on behalf of the department in response to the steady flow of inquiries from interested citizens, legislators, other state agencies, and federal, state, and local government on a wide variety of complex transportation issues affecting the district and department. Must be able to perform under rigid time constraints and pressure. The incumbent must possess technical expertise; ability to establish and maintain positive relationships with internal and external partners and stakeholders; ability to establish and/or contribute to district and department policy is essential to ensure project delivery; personnel management techniques; and a manager's role in the department's Equal Employment Opportunity (EEO) program.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Responsible for fostering and coordination logical, will-conceived operation programs. Local agencies and governments depend upon prompt and accurate review of projects to assure required standards-and establish timeliness are meet, and programmed funds are approved. Failure to adequately administer these or operation activities could cost the Department in terms of non-

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delivery of scheduled projects and in loss of creditability and funds.

The incumbent is responsible for the overall policies, direction setting, and priority establishment for the development of management and staff in the Division of Traffic Operations. Provides the guidance and strategy for preparing recommendations on district matters and decisions. Expert advice to top management is essential to avoid errors that could expose Caltrans to criticism from the legislature and seriously restrict the operating capability and flexibility of Caltrans. Errors in any of the above areas could have a substantial impact on the department's ability to deliver its work program and schedule, and result in a loss of resources and funding at the federal, state and local levels.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employee's confidential information, including but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage the department's reputation as a secure and confidential organization, may result in employee grievances or lawsuits, and pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent represents the Department in meeting and dealings with federal, state, regional and local agencies concerning the scope of the District's transportation program. The incumbent must establish and maintain good working relationships with the management staff or corporate headquarters, other district divisions and district.

The incumbent represents Caltrans in meetings and dealings with federal, state, regional and local agencies concerning the scope of the district's transportation program. The incumbent must establish and maintain good working relationships with management and staff at all levels in HQ, other divisions, and other districts. In addition, the incumbent's activities and those of the Division of Traffic Operations involve interaction with the general public and the impacts of transportation projects and actions on individuals and communities.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent may be required to sit and use a computer/keyboard and various computer programs for an extended period of time in the day-to-day execution of assigned job duties. Must have the ability to multi-task, adapt to changing priorities, and complete tasks or projects with short notice. Must be open to change and new, creative, and innovative methods of completing work. Must be able to sustain mental activity for problem solving, responding logically, and analyzing and reasoning. Must be able to recognize emotionally charged issues, problems, or difficult situations and respond tactfully and professionally, and maintain complete confidentiality. Must be able to develop cooperative relationships, and behave in a fair and ethical manner towards others and demonstrate responsibility and commitment to public service.

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 time using a keyboard and video display terminal. Overtime may be required and vacation restricted during peak times and fiscal year end and closing.

Most of the jobs in the Division requires intersection with the people. It is important that employees work with others in a cooperative manner. Employee must be open to change and new information; adapts behavior and work methods in responses to new information, changing conditions, or unexpected obstacles. Values cultural diversity and other individual differences in the workforce.

Employee must be able to concentrate in order to review and create documents 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 for project with short notice.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee usually works in an office environment, but occasionally may be required to work outside in all weather condition.

The noise level in the work environment is usually moderate, although some public meetings and work site may be loud.

While at the base of operation, the incumbent will work in a climate-controlled office with natural and artificial lighting, and may experience periodic episodes with office temperature due to fluctuating building temperatures. Incumbent may also be required to travel to and from field office locations throughout the district office boundaries, including other district office locations, headquarters and the state. Travel may consist of driving, flying in an airplane, and/or both, and occur outside normal work hours.

This position may be eligible for telework. The amount of telework is at the discretion of the department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs.

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Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE