

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Staff Services Manager I	OFFICE/BRANCH/SECTION Director's Office/Sustainability Program	
WORKING TITLE SB 49 Evaluation Coordinator	POSITION NUMBER 913-400-4800-XXX	REVISION DATE 10/22/2024

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 Sustainable Facilities and Operations Program Manager, Staff Services Manager II (Supervisor), the incumbent will coordinate among internal divisions and programs to develop an evaluation of existing law, department practices, and operational strategies related to using department-owned rights-of-way for renewable energy generation and energy storage facilities in accordance with the requirements stipulated in Senate Bill 49 - Renewable Energy: Department of Transportation: evaluation. The Staff Services Manager I would blend management, strategic planning, and hands-on program oversight, focusing on achieving long-term sustainability goals for Caltrans facilities.

The Caltrans Director's Office of Sustainability values diversity, equity, and inclusion. We are committed to fostering an environment that supports, encourages, and celebrates the unique voices of our employees. We believe diversity inspires innovative solutions to strengthen our work for the people, planet, and prosperity of California.

CORE COMPETENCIES:

As a Staff Services Manager I, 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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (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)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (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)
- **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. (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)
- **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, 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)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (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)
- **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. (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)

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- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (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 Skills:** Keeps work prioritized and organized. Logically approaches situations. (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
Essential (E)/Marginal (M)¹

Job Description

40%	E	<p>Program Management and Oversight: Coordinate among internal Caltrans divisions and programs to develop an evaluation of existing law, department practices, and operational strategies related to using department-owned rights-of-way for renewable energy generation and energy storage facilities. Organize a project team with representatives from necessary Caltrans divisions. Create a work plan, schedule recurring meetings with internal and external stakeholders, and develop milestones for evaluation development. Coordinate with various internal teams to ensuring that projects are aligned with organizational strategy, and that they are managed in a consistent and effective manner. Provides support and guidance to project teams and helps to resolve project-related issues. Provide direction, guidance and leadership in ensuring the effective implementation of the project and effectiveness of the activities.</p> <p>Policy Development and Implementation: Conduct research, perform analysis, and compile documentation to aide in policy formulation and identify opportunities to improve program operations/procedures and streamline efficiencies within the organization. Develop policies and guidelines to ensure that Caltrans facilities meet state-mandated existing law, department practices, and operational strategies related to using department-owned rights-of-way for renewable energy generation and energy storage facilities in accordance with the requirements stipulated in Senate Bill 49 Ensure compliance with state and federal environmental regulations related to facility operations. Establish, write, and create new policies as required to commensurate with proposed rule or regulation changes and ensure departmental compliance. Failure to adequately manage the sustainability efforts could result in overall loss of credibility and efficiency of the Program. Incorrect analysis of sustainability data and information could lead to misdirection or delay in implementing aspects of the program and potential loss of funding resources.</p>
40%	E	<p>Data Analysis and Reporting: Creates and maintains data dashboards and PowerPoint presentations that provide up to date results of project progress. Develop a comprehensive evaluation template that ensures the inclusion of all required content, including key performance indicators, findings, and recommendations. This template will be used for formal reporting and must be structured to meet the necessary standards for executive review and legal compliance. Creates process maps to display current state and future state workflows. Coordinate the routing process to ensure timely submission for executive and legal review, ensuring adherence to all relevant guidelines and regulations. Independently develops and reviews reports and spreadsheets; complies comparative statistics; analyzes data to draw conclusions; and prepares reports of findings and recommendations to management on various projects and issues in order to identify areas of concern, increase efficiency, and streamline processes. Develops correspondences, recommendations, and reports as necessary. Maintains established reporting structures and project metrics to ensure sustained project results. Serves as a resource to identify and research best practices, benchmarking data and other supporting documentation.</p>

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15%	E	Collaborate with internal and external stakeholders: Liaise with external partners, such as the California Energy Commission, State Energy Resources Conservation and Development Commission and California Public Utilities Commission, to determine estimates for battery storage and/or renewable generation capacity on the various types of department-owned rights-of-way that could feasibly be developed. Research and recommend new technologies or practices that can improve the environmental performance of Caltrans facilities. Identify issues and concerns, and then design and coordinate appropriate activities to address those concerns. Foster strong connections and work cooperatively with both internal and external stakeholders establishing collaborative partnerships with key players both within and outside the organization actively engaging to achieve shared goals.
5%	M	Stay updated on trends and advancements in sustainable facility management. Follow industry news and reports from organizations like the California Energy Commission and California Public Utilities Commission; Subscribe to relevant newsletters, attend conferences and webinars, and actively monitor developments in areas like battery technology.

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

This position does not involve direct supervision of others but serves as a lead in coordinating project teams and managing cross-functional collaboration to ensure the successful implementation of program objectives.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services, management analysis, planning, program evaluation, or related areas: program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State. Federal, and local level of laws, and issues related to right of way land use, State of California executive orders, management memos, and policies related to sustainability; Knowledge of renewable energy and battery storage system development.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; effectively utilize Microsoft Office Suite, including Word, Excel, and Powerpoint in the generation of reports and presentations; maintain confidentiality; work effectively both independently and in team situations; collect and analyze data, prepare technical reports, and maintain records relating to performance measures and targets.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for making decisions and taking independent action in managing sustainability efforts. Failure to adequately managed the sustainability efforts would result in overall loss of credibility and efficiency of the Program. Incorrect analysis of sustainability data and information could lead to misdirection or delay in implementing aspects of the program and potential loss of funding resources. Inability to be accurate and timely, work well with others, and maintain confidentiality can adversely affect team progress. Lack of interest and commitment to the big picture and goal of assignments will limit accuracy of decisions, learning, and usefulness of the Programs' products.

PUBLIC AND INTERNAL CONTACTS

The incumbent may confer with or advise employees/persons at all levels within Caltrans including executive management and staff across divisions and districts, as well as public, non-profit, and private sector partners. This often includes, but is not limited to, the Department of General Services, California Energy Commission, California Air Resources Board, GO-Biz, and other state and federal transportation agencies, educational and research institutions, and consultants.

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 behavior and work methods in response to new information, priorities, and unexpected obstacles; multi-task, effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks

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or projects with short notice. The incumbent should be able to adapt to changes in priorities; to develop and maintain cooperative relationships; and to focus for long periods of time. Must be considerate and respond appropriately to the needs, feelings, and capabilities of different people in different situations; act in a fair and ethical manner toward others; demonstrate a sense of responsibility and commitment to public service; develop new insights into situations and apply innovative solutions; value cultural diversity, and other individual differences in the workforce.

WORK ENVIRONMENT

Employee will work in a cubicle in climate-controlled open office setting under artificial light. The building temperature may fluctuate.

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.

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
