

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION Director's Office/Sustainability	
WORKING TITLE Sustainability Advisor	POSITION NUMBER 913-176-7500-XXX	REVISION DATE 03/14/2025

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 for Sustainability, the incumbent serves as Sustainability Advisor with responsibility for establishing, directing, and accelerating initiatives relating to subject areas including, but not limited to: Vehicle-Miles Traveled (VMT) reduction, greenhouse gas mitigation, and performance measurement related to sustainability outcomes. The incumbent will coordinate closely with the California State Transportation Agency (CalSTA), the California Air Resource Board, as well as Caltrans divisions and districts. An important focus of the incumbent's work will be to continue to develop and evolve Department policy around Senate Bill (SB) 743 and VMT reduction, particularly around the use of demand models in impact and mitigation assessment, and for related purposes.

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, Lead Climate Action - Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - Innovation, Integrity)
- **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, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - Innovation, Integrity)
- **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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - Innovation, Integrity)
- **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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - 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, Lead Climate Action - Innovation, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - Innovation, Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - Innovation, Integrity)

TYPICAL DUTIES:

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

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30%	E	Serves as a policy lead for Caltrans' implementation of SB 743, working with staff in the Sustainability Office's VMT Reduction Branch, Caltrans' Division of Environmental Analysis, and other stakeholders across the Department and in other agencies. Establishes improved policies -- generally in the form of standards and practices -- for assessing impacts from proposed highway capacity projects. Such policies will address the use of demand models on individual transportation projects, for the purpose of estimating induced traffic and other outcomes of interest in project planning and development. Modeling-related standards and practices include fundamental steps, e.g. model validation, as well as techniques to employ models, possibly in concert with other tools, to best forecast travel demand and facility usage, including induced traffic, the outcome of interest under SB 743.
20%	E	Directs research to continually improve policy and practice around the use of demand modeling in pursuit of VMT and greenhouse gas reduction and related environmental outcomes. Participates in reviews of model-driven analyses, especially those that employ demand models, ensuring acceptable practice and policy is being followed, and applying lessons learned to policy improvements.
20%	E	Develops metrics for project assessment and prioritization. Working closely with the Division of Transportation Planning, the incumbent oversees efforts to develop and implement project assessment and prioritization metrics that support progress towards VMT reduction, equity and other Department and Administration priorities.
20%	E	Develops policy in support of the statewide implementation of Executive Order (EO) N-19-19. Serves as a focal point in the Director's Office for developing and aligning sustainability policy with other entities, particularly CalSTA and the California Air Resources Board. Liaises with modeling leads, other staff, and executives at these agencies, as well as Metropolitan Planning Organizations and other relevant state, regional and local agencies.
10%	M	Maintains a high level of communication and coordination with the Deputy Director for Sustainability and plays a key role in setting and communicating direction for the overall effort. Acts on behalf of the Deputy Director as necessary. Prepares for, and participates in, Executive Board (EB) meetings and meetings of the SB 743 Management Committee.

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

Incumbent has no direct reports. The incumbent will provide subject matter expertise for staff involved in environmental analysis as well as other activities involving demand modeling and will work with external partners to improve modeling.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent possesses thorough conceptual knowledge of the working of demand models and their strengths and weaknesses. Incumbent also possesses hands-on skills and experiences from developing and/or running demand models. Incumbent has working knowledge of transportation planning and project development processes, including regional Sustainable Community Strategies. Must have demonstrated subject matter expertise in the area of VMT reduction measures and mechanisms, research methods relevant to the subject matter areas, and innovative practices in DOTs nationally.

Must possess a broad and comprehensive knowledge of Caltrans' multimodal transportation roles and responsibilities. The incumbent must have broad administrative and business process improvement abilities in order to manage complex requirements, including: ensuring compliance with legislative requirements, successful program implementation; and development of business plans, policy, procedures and guidelines for recommended products and services. Incumbent must be able to communicate effectively with mobility stakeholders such as the Legislature, California State Transportation Agency, California Transportation Commission, California Air Resource Board, applicable technical advisory committees, the Caltrans Executive Board, Metropolitan Planning Organizations, and local transportation partners. Incumbent must have the ability to successfully develop creative strategies to advance the initiatives described.

Must have the ability to participate in public forums at the State, national, and international levels; represent Caltrans on research matters; serve in a consulting and coordinating capacity with other Caltrans functional areas statewide, nationally, and internationally, and establish and maintain cooperative relationships with individuals and organizations contacted in the course of performing the duties described.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

When demand modeling for environmental analysis is inaccurate, the Department may face excessive costs for mitigation or may fail to adequately mitigate impacts. As well, poor modeling may result in suboptimal alternative development and selection, and

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inadequate operational controls. The incumbent works to ensure standards and practices are sufficient to avoid these consequences.

Decisions and commitments made by the incumbent will have an impact on statewide programs and activities. Providing advice to the Deputy Director and Executive Board is essential to the role of the Sustainability Advisor, as the incumbent will be responsible for providing advice and decisions based on sound data, judgment, and analysis. Errors or ineffective decisions on the part of the incumbent could expose the Department to criticism and limit future effectiveness.

PUBLIC AND INTERNAL CONTACTS

Incumbent reports to the Deputy Director for Sustainability in the Director's Office, which interacts with all programs in Caltrans. Incumbent is expected to work most closely with the Division of Environmental Analysis but will also interface as needed with Planning & Modal Programs and Maintenance, Operations, Safety & Equipment. In addition, incumbent liaises with modelers at partner agencies and their consultants.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Mental requirements include the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames; formulate effective strategies consistent with the business and competition; create a work environment that encourages creative thinking and innovation; enable others to acquire the tools and support they need to perform well; develop new insights into situations and applies innovative solutions to make organizational improvements. Emotional requirements include the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of the work and to communicate effectively; respond appropriately to difficult situations; recognize emotionally charged issues or problems; must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

WORK ENVIRONMENT

While in the office, employees will work in a climate-controlled setting under artificial light. Building temperature may fluctuate. Most employees will work in workstations within shared cubicles. Working hours will be set between 7:00 a.m. and 6:00 p.m.

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. Travel for this position is not likely to be frequent.

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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

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