

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Staff Services Manager I	OFFICE/BRANCH/SECTION Director's Office of Equity & Tribal Affairs	
WORKING TITLE Tribal Special Projects Manager	POSITION NUMBER 900-074-4800-022	REVISION DATE 03/21/2025

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 Senior Tribal Advisor, a Supervising Transportation Planner, within the Caltrans Director's Office of Equity and Tribal Affairs (ETA), the Staff Services Manager I (Specialist) works as the Tribal Special Projects Manager. As the Tribal Special Projects Manager, the incumbent is responsible for implementing the provisions of California law 101.19 (Assembly Bill (AB) 776, Holden, 2023) regarding the recognition of tribal lands along Route 210. The incumbent will serve as the project manager overseeing the collaboration with Caltrans' District 7 and 8 staff, the Native American Heritage Commission, the California Advisory Committee on Geographic Names, Los Angeles and San Bernardino Counties, and federally and non-federally recognized California Native American tribes to identify suitable locations for signage that acknowledges tribal lands and the historical significance of these communities. The Tribal Special Projects Manager will be responsible for working closely with Districts 7 and 8 to support District Native American Liaison work in both districts. This work will include assisting with tribal coordination work with California Native American Tribes in the counties of Los Angeles, Ventura, San Bernardino, and Riverside as requested by District staff.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Equity, Innovation, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Strengthen Stewardship and Drive Efficiency - 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. (Cultivate Excellence - Engagement, Innovation, 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. (Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **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 - Engagement, Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Advance Equity and Livability in all Communities - Innovation, Integrity)

TYPICAL DUTIES:

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

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30%	E	<p>In leading the implementation of AB 776 (Holden, 2023), serve as the central point of contact in monitoring and coordinating the collaboration in Southern California with federally recognized and non-federally recognized CA Native American Tribes, county governments, other state entities, and local jurisdictions for the purpose of the implementation. Coordinate closely with Caltrans leadership, District 7 and District 8 staff, and Native American Liaisons to implement government-to-government consultations, convene summits and workshops, and coordinate follow up and completion of action items.</p> <p>Collaborate with tribal governments to promote transparency and consensus-building throughout the process. Work with consultant, Tribes, and other stakeholders to develop briefing materials and coordinate consultation follow-up actions. Maintain an internal consultation tracker to document activities and ensure timely responses and completion of next steps. Key responsibilities will include coordinating meetings with all partners to gather input and ensure mutual agreement for tribal heritage signage; maintaining a system for gathering data, tracking, and reporting on all ongoing consultations and tribal engagement efforts; and preparing reports and updates for Caltrans leadership, legislators, and tribal partners on AB 776 implementation progress and other initiatives as assigned.</p>
20%	E	<p>Develop, review, and manage consultant contracts to facilitate meetings and work groups related to implementing AB-776 and other ETA priorities. Ensure compliance with state regulations and Caltrans policies. Establish clear project objectives to ensure alignment with tribal interests and to foster effective communication between parties. Monitor consultant performance, adherence to timelines, and quality of deliverables/outcomes. Monitor contract budgets ensuring fiscal responsibility and proper invoicing and to ensure contractor-facilitated Tribal meetings and work groups meet required results. Provide consultation, guidance, and support to enhance the effectiveness of engaging with tribal leaders and communities. Address any challenges that arise during the facilitation process. Evaluate the consultant's strategies and outcomes, provide recommendations and feedback to ensure that the decision-making framework respects tribal sovereignty and cultural considerations. Review consultant reports and recommendations, and invoices as required.</p>
20%	E	<p>Support the Tribal transportation coordination work, including the coordination work in Caltrans' Districts 7 and 8. Fill gaps in the capacity of the District Native American Liaison and other staff to take on projects to serve California Native American tribes in the counties of Los Angeles, Ventura, San Bernardino, and Riverside in addressing their tribal transportation needs; duties may include assisting with the planning of meetings with Tribal Governments, organizing Tribal summits, and Native American Heritage Month activities. As needed, develop systems to track engagement and ensure follow-up with Tribal leaders and staff.</p>
15%	E	<p>Prepare complex correspondence, informational reports, issue memos, analyses, special assignments, and other written documents as they relate to Southern California Tribes and policy. Collaborate with and provide technical assistance to Districts 7 and 8, external agencies, Tribal Governments, and other units within the Department on Native American issues.</p>
10%	E	<p>Assist with priority ETA projects. Activities may include staffing the Native American Advisory Committee, attending other convenings organized by Caltrans or partners, representing Caltrans at tribal events, and otherwise supporting the department's commitment to addressing tribal transportation needs.</p>
5%	M	<p>Perform other job-related duties within the scope of the classification as assigned.</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

The position will function as a non-supervisory staff specialist leading cross functional work. The incumbent is a project manager in the Director's Office of Equity & Tribal Affairs overseeing complex projects and leading multi-disciplinary, cross functional teams, this will include managing consultants and may also entail overseeing and reviewing the work of other functions such as Senior and Associate Transportation Planners, Staff Services Managers, and Associate Governmental Program Analysts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The ability to work cooperatively with Tribal Governments, Caltrans staff; federal, state, regional agencies, and local agencies; and other partners/stakeholders. Previous experience working with Tribal Governments, Native American issues, and contracts is desirable.

Knowledge of California Native American cultures, especially southern California tribal cultures. Knowledge of current Native American issues and legislation. Consultation and facilitation experience desired.

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The ability to represent the Department with internal and external partners and to maintain cooperative relationships with individuals and organizations in the daily conduct of business. The ability to work successfully, both independently and as part of a team, to carry out assignments expeditiously and completely. The ability to collect, develop, categorize, maintain, and summarize data; and to communicate clearly and effectively both verbally and in writing. The ability to analyze situations accurately and develop an effective course of action.

The incumbent is accountable for assessing needs; developing work plans; establishing and meeting delivery time frames; reporting success, elevating challenges, and sharing progress with management. The ability to work independently and resolve issues while maintaining close attention to detail. The ability to initiate projects independently and take proactive steps to drive outcomes and is expected to produce quality work within requested time frames with minimal supervision.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The position includes responsibility for compliance with the Caltrans Director's Policy on working with Tribal Governments and Native American community members and state/federal law and policy for tribal collaboration/consultation are carried out. Errors could result in loss of credibility with the Tribal Governments with which the Department interacts.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain an effective professional working relationships with individuals from Caltrans, regional and federal agencies, and Tribal Governments/Native American community members. The incumbent should be able to interact effectively with administrators, Federal Highway Administration and Bureau of Indian Affairs officials, and Native American tribal chairpersons. The incumbent should also be able to understand and communicate with the Native American community and to establish and maintain a high degree of credibility with that community.

Contact with Native American tribes, Native American organizations, Native American community members, District and Headquarters functional units; local and regional agencies; consultants; other State and Federal agencies; the media; and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Develop and maintain cooperative working relationships. The ability to deal effectively with pressure; maintain focus, be persistent, and foster a positive outlook and encourage team morale even in challenging situations. The ability to remain patient, to have cultural humility, and the ability to deal with a high volume of requests from a diverse group of people. The ability to multi-task, adapt to changes in priorities, stay mentally focused for long periods of time, and complete tasks or projects with short notice. The ability to sit for long periods of time using a keyboard and video display terminal while performing tasks utilizing a personal computer.

WORK ENVIRONMENT

While at their base of operation, employee will be required to work in a climate-controlled office, under artificial light and potentially fluctuating building temperature. Incumbent will be expected to work in office as well as by telework. Incumbent will be required to travel in State to meet with Caltrans Districts staff, California Native American Tribes, and other partners as necessary. Out-of-State travel may be occasionally necessary.

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. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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.

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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