



# CALIFORNIA TRANSPORTATION COMMISSION

## POSITION DUTY STATEMENT

<b>Classification Title</b> Staff Services Manager III – Supervisory for Programming		
<b>Working Title</b> Associate Deputy Director	<b>Position Number</b>	<b>Effective Date</b> August 1, 2019

### GENERAL STATEMENT

The California Transportation Commission (Commission) is an independent public agency dedicated to ensuring a safe, financially sustainable, world-class multimodal transportation system that reduces congestion, improves the environment, and facilitates economic development through the efficient movement of people and goods.

The Commission is responsible for programming and allocating transportation funds used in the construction of highway, intercity passenger rail, active transportation, aeronautics, and transit improvements. The Staff Services Manager III, under the direction of the Deputy Director, directs the development, evaluation, administration, and monitoring of policies and procedures for the State's multi-modal transportation system and evaluates of current and pending issues for Commission action. The incumbent directs the development of program guidelines, policies and procedures; and the coordination of financial, legislative, and environmental matters of the Commission. The Staff Services Manager III serves as a member of the policy staff and provides direction on policy and planning decisions for the Commission.

Specific duties and activities include, but are not necessarily limited to:

### TYPICAL DUTIES

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

- 40% E                      **Programming & Allocating Funding**
- Directs the planning and development of statewide guidelines for programming and administering new and/or existing programs. Includes development of Commission policies on statewide programming guidelines and/or procedures for Commission administered funding programs

<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.

- Review and summarize the most difficult and complex programming requests, addressing policy issues raised by each proposal, for presentation at public hearings
- Monitors the review and preparation of recommendations on project readiness and project funding for capital and/or non-infrastructure projects, consistent with statutory and program guidelines
- Advises and coordinates with regional agencies and Caltrans in developing programming documents such as the Regional Transportation Improvement Program and the Metropolitan Planning Organization component of the Active Transportation Program programming recommendations.
- Responds to the more difficult and complex requests from and interprets program guidelines for recipient agencies ensuring compliance with program guidelines and state and federal law
- Directs the review and analysis of proposals received from regional agencies and Caltrans for presentation to the Commission
- Responds to the more difficult and complex issues raised by regional agencies, Caltrans, or other interested parties
- Oversee the planning and conducting of workshops with stakeholders to gather feedback on program guidelines, policies, and procedures
- Directs the analysis and the competitively scoring process for programming proposals from agencies, including formation and facilitation of multidisciplinary advisory group
- Manage the preparation of the State Transportation Improvement Program, the Active Transportation Program, the Trade Corridors Enhancement Program, the Solutions for Congested Corridors, and/or other programs, as applicable, for adoption by the Commission
- Make presentations that cover general Commission functions and/or program specific content on an as needed basis
- Oversee the tracking, monitoring, and evaluation of performance measures relative to Commission administered funding programs
- Evaluates overall program performance including annual reporting to the Legislature

25% E

**Finance & Budget**

- Develops policy and methodology for financing transportation programs.
- Participates in the methodology development for estimating revenues available in current and future years.
- Participates in the review and analysis of the Department of Transportation's Fund Estimates, budget and allocation capacity recommendations, and other financial analyses.

<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.

- 20% E      **Legislation & Coordination**
- Analyze bills which have an identifiable impact on the State Transportation System, and in particular, those measures which influence transportation funding, the transportation funding programs, the Commission's allocation of funds, and other matters shaped by Commission policies and actions.
  - Works collaboratively with transportation stakeholders and provides technical support in the initiation and development of state and federal legislation that seeks to secure financial stability for the State's transportation needs.
- 10% E      **Statewide Multi-Modal Transportation Planning**
- Develops Commission policies on statewide guidelines and/or procedures for regional transportation plans.
  - Review and prepare of comments for Commission consideration in response to regional transportation plans and state transportation plans such as the California Transportation Plan, the California Freight Mobility Plan, and the Interregional Transportation Strategic Plan.
  - Participate in planning workgroups and committees ensuring the policies and directions of the Commission are represented.
- 5% M      Identify and develop recommendations to enhance the efficiency and effectiveness of commission policies. Review proposed legislation and identify policy, program and project impacts. Identify and recommend actions and measures to improve Commission public accountability, efficiency, and transparency. Evaluate effectiveness of recommended actions and facilitate the periodic reporting of performance.

## **SUPERVISION EXERCISED OVER OTHERS**

While this position currently does not supervise staff directly, the position will act in a lead capacity and as the needs of the Commission change, the position may be required to supervise 1-5 direct reports.

## **KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

### Ability to:

- Operate in a professional, objective, and equitable manner consistent with the highest ethical and professional standards.
- Ensure an open process in all operations that encourages and values public participation.
- Meet commitments, act responsibly with public trust, and achieve the highest performance standards.
- Deliver the highest quality, while striving for efficiency, creativity, and continuous improvement.
- Objectively evaluate the effectiveness of projects and programs.
- Take intelligent risks and support others in taking informed risks; anticipate the implications and consequences of situations and decisions, and prepare for possible outcomes.

<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.

- Work cooperatively and build effective partnerships.
- Negotiate meaningful and long-lasting solutions to complex project and program-level conflicts.
- Participate in public forums, communicate effectively, orally and in writing, represent the Commission in advanced transportation matters.
- Analyze and evaluate dynamic programs, make judgments and recommendations on appropriate alternatives, and administer a large program with many internal and external partners.
- Respond to inquiries from management and internal and external customers in a timely and effective manner.
- Effectively apply logic and creativity in decision-making processes, and successfully apply negotiation and motivation techniques.
- Handle multiple assignments simultaneously, learn new tasks quickly with little or no formal training, and be responsive to customers and management policy.
- Contribute to the Commission's safety, health, affirmative action, and labor relations objectives.

Knowledge of:

- Existing and emerging federal and state transportation regulations, laws, policies, and funding.
- Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy.
- Program and project development processes, timeframes and requirements (including both the State Transportation Improvement Program (STIP) and the SHOPP).
- Engineering principles to evaluate the effectiveness of projects and programs, Commission goals, objectives and policies.
- State budgeting process and funding dynamics as related to transportation projects and programs.

## CORE COMPETENCIES

**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. (*Accountability*)

**Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others at the Commission informed as appropriate. (*Transparency*)

**Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (*Innovation*)

**Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (*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. (*Integrity*)

<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.

**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. (*Accountability*)

**Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (*Accountability*)

**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 to achieve consistent results. (*Integrity*)

### **DESIRABLE QUALIFICATIONS**

Awareness and sensitivity to social, economic, and environmental conditions which effect transportation planning; ability to delegate responsibility to others; ability to inspire the confidence of others; knowledge of Federal and State regulations that apply to and impact the work of the Commission and the Commission's mission, goals, programs, and policies; experience that demonstrates project management skills; demonstrated ability to participate in public forums; represent the Commission in complex transportation matters and serve in a consulting and coordinating capacity with other transportation professionals and organizations; demonstrated ability to develop and implement organizational improvements or innovations; demonstrated ability to effectively apply logic and creativity in decision-making processes; ability to successfully apply motivational and negotiating skills; excellent oral and written communication skills.

### **RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Recommendations by the incumbent will inform Commission actions and policies, and Commission recommendations to the Legislature and the Administration. The consequences of not meeting responsibilities or making poor decisions and recommendations could be the result in the inability to complete statutorily requirements, loss of credibility with the Legislature, the Administration, and transportation stakeholders.

### **PUBLIC AND INTERNAL CONTACTS**

Travel to the Commission meetings is required. Occasional travel to other meetings and hearings may also be required. Must have effective communication with other staff members, Commission's Executive Director, and be responsive to information requests from Commission members and other stakeholders.

### **WORK ENVIRONMENT**

While at their base of operation, employee will work in a climate-controlled office under artificial lighting.

### **PHYSICAL REQUIREMENTS**

Employee may be required to sit for long periods using a keyboard and video display terminal to review and access information.

---

<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.

Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

<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.

**ADA Notice** For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.