CALIFORNIA TRANSPORTATION COMMISSION
DUTY STATEMENT

CLASSIFICATION TITLE
Staff Services Manager II

DISTRICT/DIVISION/OFFICE
California Transportation Commission

WORKING TITLE
Assistant Deputy Director

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 II, 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 II 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)¹

50% E Programming and Allocating Funding

- Directs the planning and development of statewide guidelines for programming and administering the Local Transportation Infrastructure Climate Adaptation Program.

¹ 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
• Develops policies on statewide programming guidelines and/or procedures for Commission administered funding programs.
• Review and summarize programming requests, addressing policy issues raised by each proposal, for presentation at public hearings.
• Monitors the review and preparation of recommendation on project readiness and project funding for capital projects consistent with statutory and program guidelines.
• Responds to requests from recipient agencies and interprets program guidelines ensuring compliance with program guidelines and state and federal law.
• Directs the review and analysis of proposals received from local and regional agencies and Caltrans for presentation to the Commission.
• Responds to more difficult and complex issues raised by local and 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 competitive scoring process of programming proposals from agencies, including formation and facilitating an advisory group.
• Manage the preparation of the Local Transportation Infrastructure Climate Adaptation Program 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 the Commission administered funding programs.
• Evaluates overall program performance including annual reporting to the Legislature.

15% E Reporting
• Report, both annually and on an ad hoc basis, on the status of programs to interested parties including the legislature and the media.
• 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.

15% E Legislation
• Analyze bills which have an identifiable impact on 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. Propose changes to address commission concerns.

- 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.

Planning and Coordination with other State Agencies

- Reviews and prepares comments for Commission consideration in response to regional transportation plans and state transportation plans such as Climate Adaptation Plans and other documents related to climate adaptation.
- Coordinate and collaborates with other state agencies on their efforts on climate adaptation and resiliency programs.
- Participate in planning workgroups and committees ensuring the policies and directions of the Commission are represented.

Finance & Budget

- Assists in developing policy and methodology for financing transportation programs.
- Participates in the review and analysis of Caltrans budget and allocation capacity recommendations and other financial analyses.

SUPERVISION OR GUIDANCE 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

Knowledge of:
- Principles, practices, and trends of public and business administration, including management and supportive staff services such as planning and program evaluation; 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 and local level.

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;

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establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department’s affirmative action objectives.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Failure to use sound judgment in the execution of duties of this position could result in damage to the credibility of the Commission, limiting the effectiveness of the Commission’s relationship with state and local partner agencies and could result in the loss of allocated funds for State and local projects.

**DESIRABLE QUALIFICATIONS**

Awareness and sensitivity of social, economic, and environmental conditions which effect environmental and 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.

**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)

**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)

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.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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’s Name

__________________________________________
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.

_________________________________
Supervisor's Name

_________________________________
Signature Date