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, passenger rail, active transportation, aeronautics, and transit improvements. The Commission, also advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies and plans for California’s transportation programs.

**GENERAL STATEMENT:**

Under the general direction of the Chief Deputy Director, the Deputy Director for Administration and Financial Management is responsible for the day-to-day administrative operations that support the Commission’s broader mission and providing strategic direction, development and implementation. The Deputy Director develops, manages, and provides direction and oversight of the performance and business responsibilities for all Commission operational matters including, but not limited to business services/facilities, contracts and procurement, equal employment opportunity (EEO), nondiscrimination program, human resources, policy and records management, financial accounting and record keeping, budgetary compliance, projections and reporting, and website management.

The California Transportation Commission advises and assists the Administration and Legislature in formulating and evaluating state policies and plans for California's transportation programs. The Commission's responsibilities for the State's multi-modal transportation system cover a broad range of transportation programs. These responsibilities include transportation financing and funding for highway, rail, public mass transportation, active transportation, local streets and roads, aeronautics, environmental enhancement and other capital improvement programs.

---

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
TYPICAL DUTIES:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Job Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential (E)/Marginal (M)</td>
<td></td>
</tr>
</tbody>
</table>

**Budget and Finance**

- Implements and oversees the fiscal integrity of all financial budget matters of the Commission. Directs the development of comprehensive, accurate, and fairly stated financial and budgetary reports for the purposes of timely informing and advising the Commission Executive Director and the Chief Deputy Director.
- Directs the development and implementation of policies, guidelines, and standards for all administrative and business matters of the Commission.
- Provides on-going monitoring, reporting and advice to the Executive Director and Chief Deputy Director to provide reasonable assurance that assets are safeguarded, accounting data is accurate and reliable, operations are efficient, and prescribed managerial policies are followed.
- Assists the Executive Director in ensuring a sound system of internal and administrative control. Ensures that internal and administrative procedures to regularly guide operations are well documented through flowcharts, narratives, desk procedures, and organizational charts.
- Oversees development of all information required by the Department of Finance, including the preparation and submittal of budget change proposals; budget projections; fiscal compliance of approved budgets; on-going and year-end budget reporting; adherence to FISCAL requirements; and other related budget matters.
- Oversees development of all financial matters of the Commission including contract management and oversight of the Department of General Services accounting services, ensures the integrity of the Commission's administrative and accounting records; ensures that timely financial reports are submitted to inform management of financial status and necessary actions required.
- Responsible for the formulation, modification, and implementation of new and existing enterprise risk policies, procedures, and systems of monitoring and internal controls; creating enterprise risk assessment resources, reports, and tools utilized to prevent, detect, and mitigate financial and operational risks identified within the Commission; drafting and submitting the Commission’s biennial State Leadership Accountability Act (SLAA) Report.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.
### Procurement and Contracts
- Responsible for all procurement matters of the Commission. Implements and maintains process improvement measures for the Commission's contracts and procurements to ensure that all actions are fiscally sound and compliant in manner.
- Responsible for the planning, coordination, and supervision of all Procurement, Business Services, and training functions for the Commission. Supervises professional staff. Serves as the Commission Procurement and Contracting Officer and Purchasing Authority Contact for Department of General Services.
- Ensures procurement annual reports are submitted to the Department of General Services and other applicable control agencies timely and accurately.
- Directs and oversees the formulation of processes and procedures including a system of authorizations, separation of duties, record keeping, and internal control to manage and acquire materials, supplies and equipment, meeting facilities, and travel.
- Ensures sound contract administration, financial record keeping and retention.
- Designs or procures for the design of office layout, and interfaces with building management.
- Manages the Commission's record management process in accordance with records storage laws and regulations ensuring that all Commission actions are retained in accordance with state laws and regulations.

### Commission Meeting/Clerk of Commission
- Ensures compliance with the Bagley Keene Open Meeting Act and ensures the Commission's responsibilities for procuring facilities, posting public meetings and materials, Commission meeting minutes, actions, resolutions and other materials accurately reflect actions of the Commission and are retained in accordance with state record retention requirements.

### Nondiscrimination Program
- Responsible for the Commission’s overall Nondiscrimination Program, including the formulation, modification, and implementation of Nondiscrimination Plan and the development and administration of the Language Assistance Plan.
- Serves as the Commission's EEO Officer and keeps the Commission's Executive Director and Chief Deputy Director apprised of EEO compliance.
Human Resources
- Serves as the Commission's contract manager for human resource matters and oversees human resource needs and requirements.
- Ensures that human resource needs are identified in a timely manner, future staff needs are identified and secured, job duties are defined, and the recruitment and selection process is implemented in accordance with state and federal personnel laws, regulations and policies.
- Collaborates with the Commission Executive Director, Chief Deputy Director, and Deputy Directors to ensure effective use of resources and to monitor the performance and outcomes of administrative activities.
- Provides executive level interface and coordination with various state and federal control agencies including the Department of Finance, the Department of General Services, the Legislative Analyst's Office, the California State Auditor, the Transportation Inspector General, the State Personnel Board, and others.
- Responsible for the Commission’s telework program and workforce development plan.
- Ensures employee training plans are up to date and all mandatory training is met.

Other Functions
- Serve as Commission liaison to a Commission Committee as appointed by the Commission or the Commission’s Executive Director.
- Represent the Commission at various meetings with Federal, State, and Local government; special interest groups; legislative staff; non-profit organizations; private industry; other transportation stakeholders; and members of the media.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS
Supervises a staff of: One Staff Services Manager I; Two Associate Governmental Program Analysts; One Administrative Assistant I; One Staff Services Analyst. Works with and utilizes Caltrans staff to accomplish assigned responsibilities as provided for in Government Code 14512.
KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: The organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

Ability to: Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Commission's equal employment opportunity objectives.

DESIRABLE QUALIFICATIONS

- Understand the vision, context and mission of the Commission; demonstrate awareness of the Commission’s critical issues and anticipate and influence the future; organize for success; understand how to facilitate functional needs and structure to achieve strategic plans; demonstrate clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide, make decisions and be accountable for those decisions.
- Ability to effectively communicate, orally and in writing.
- Demonstrated knowledge of the organization and functions of the administrative services within the Commission including Accounting, Budgets, Contracts and procurement, Business Services, Personnel Services, Labor Relations, and Staff Development, and the ability to collaborate with the Programs to efficiently and effectively deliver mission-critical services.
- Demonstrated commitment to embracing and pursuing innovations; ability to influence and motivate creativity; and commitment to examine, rethink, and retool systems and processes.
- Demonstrated passion and ability to develop and nurture all relationships that foster and advance partnerships; work across internal and external organizational structures and systems to strengthen partnerships; appreciate that partnerships leverage resources, and expand the positive impact for our consumers, programs, and services.
- Demonstrated commitment to create and promote a culture of meaningful engagement; view openness and transparency as a strength, be open and transparent to sharing and presenting information in a manner understandable and applicable to the Commission’s various audiences; recognize, understand and have an acute sensitivity of the political environment, interests, alignment, approaches, and consequences of actions with each constituency group.
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 crossfunctionality 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)

Vision and Strategic Thinking: Communicates the "big picture". Models the Commission’s Mission to others. Influences others to translate vision into action. Future oriented, creates competitive and break through strategies and plans. (Innovation)

Workforce Management: Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Integrity)
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 local partner agencies and could result in the loss of funding from federal, state, local and private sources which could affect the state’s economy.

PUBLIC AND INTERNAL CONTACTS

Interacts with all levels of federal, state, local/regional transportation entities involved in planning, programming, funding, and delivering transportation projects as well as the general public.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Awareness and sensitivity to social, economic and environmental conditions which affect the Commission. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under the demands of providing project data related products with very short notice. Must be open to change and incorporating new information/technology, which create changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

Professional office environment, business attire, according to current policy. May require overtime on weekdays and/or weekends. Ability to handle a heavy workload and meet deadlines. Ability to travel by land and air to various locations throughout the State.

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

___________________________________________  ____________________________
Employee’s Signature                              Date

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.
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

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.