



CALIFORNIA TRANSPORTATION COMMISSION

POSITION DUTY STATEMENT

Classification Title Executive Secretary		
Working Title Executive Director	Position Number 696-004-6218-001	Effective Date April 2023

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 an active participant in the initiation and development of state and federal legislation that seeks to secure financial stability for the state's transportation needs.

The Commission is responsible for programming and allocating billions in transportation funding used for the construction of highway, passenger rail, active transportation, aeronautics, and transit improvements, in partnership with regional transportation agencies and the California Department of Transportation (Caltrans). The Commission also advises and assists the California State Transportation Agency Secretary and the Legislature in formulating and evaluating state policies and plans for California's transportation programs.

The Executive Director of the California Transportation Commission reports to the 13-member Commission and is responsible for overseeing the Commission's 43 authorized positions and its annual budget of \$13.8 million. The Executive Director acts as a liaison between the Commission and the Legislature, as well as the Transportation Agency Secretary, Caltrans Director, regional transportation agencies, and other state, regional and local agencies.

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

TYPICAL DUTIES

Percentage Job Description

Essential (E)/

Marginal (M)¹

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.

30% (E) Transportation Policy

Acts as a liaison for the Commission with the California State Transportation Agency and the Legislature; interprets actions taken by the Commission, and reports to the Commission on areas of concern to the Legislature and Administration.

Acts as a liaison between the Commission and city and county elected officials and governmental agencies on program and project matters. Acts as a liaison between the Commission and other agencies of state government on matters of program and policy.

Evaluates, develops, and recommends transportation policies to the Commission for purposes of advising and assisting the Legislature and the California State Transportation Agency in the formulation and evaluation of state policies and plans for California's transportation programs. Develops an annual report to the California Legislature.

Develops and recommends policies to ensure that all aspects of Commission operations support safety, equity, climate action, and economic prosperity for all Californians.

Engages with local and statewide stakeholders and partners on transportation policy, including those in the private, public, and nonprofit sectors, the business community, community-based organizations, environmental interest groups, public health advocates, and social-equity and mobility-justice organizations.

Ensures at least two joint meetings are held annually with the California Air Resources Board and the California Department of Housing and Community. Ensures on-going coordination for implementation of transportation policies, interagency efforts for implementation of the Sustainable Freight Action Plan, development of California Transportation Plan updates, and the setting of greenhouse gas emission reduction targets for metropolitan planning organizations.

Coordinates transportation policy with the Department of Housing and Community Development and others to ensure the Commission is positioned to formulate comprehensive policy and actions that support California's housing, objectives.

Provides strategic oversight and guidance for implementation of the Commission's Racial Equity Statement and operations of the for the Interagency Equity Advisory Committee which informs policies and programs administered by the Commission, Caltrans, and the California State Transportation Agency.

25% (E) Transportation Programs

Oversee state and federal funding for transportation programs including implementation of laws/regulations; developing funding and planning guidelines; developing recommendations for investment of project funding and adopting programs of projects; monitoring project delivery, and reporting to the Legislature on programs. Programs include but are not limited to: the State Transportation Improvement Program (STIP), State Highway Operation and Protection Program (SHOPP), Active Transportation Program, Local Partnership Program, Solutions for Congested Corridors Program, Trade Corridor Enhancement Program, and Aeronautics Program. Recommend allocation of state and/or federal funds to projects in the above programs as well as for the Environmental Enhancement Mitigation Program Fund and the Transit and Intercity Rail Capital Program.

Develop guidelines, determine eligibility, and report on funding for the Local Streets and Roads Program.

Oversee and recommend program actions for voter-approved, one-time programs, which include Proposition 1A (Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century, passed in 2008), Proposition 1B (Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006) and Proposition 116 (Clean Air and Transportation Improvement Act of 1990).

20% (E) Accountability

Oversee the Commission's responsibility to carry out accountability and transparency in alignment with the Road Repair and Accountability Act of 2017.

Manage the process for identifying and reporting of anticipated and actual benefits of transportation projects funded through Commission programs, along with the delivery of those projects within their approved scope, cost, and schedule, and reporting these findings to the Legislature and the public in a transparent and timely manner. Ensure that use of funds by the California Department of Transportation (Caltrans) and other recipients are held accountable for lawful, efficient, effective, and equitable use.

Assess historical allocation and keeping in line with changing priorities. Evaluate past allocations and analyze impact and development of new recommendations. Recommend for Commission adoption performance measures and targets, including annual benchmarks, to guide the selection of projects for the SHOPP. Develop guidelines for and recommend approval of the Transportation Asset Management Plan prepared by Caltrans.

Annually evaluate and advise the Commission on the effectiveness of Caltrans in reducing deferred maintenance and improving road conditions on the state

highway system, as demonstrated by the progress made in achieving the targets adopted by the Commission. Advise the Commission on whether to withhold SHOPP funding from Caltrans if determined necessary based on the evaluation. Annually report evaluation results to the Legislature.

10% (E) Transportation Planning

Review and comment on Caltrans modal plans, the State Highway System Management Plan, the Transportation Asset Management Plan, the Interregional Transportation Strategic Plan, and other plans prepared by Caltrans.

Develop and recommend for approval adoption of guidelines for the California Transportation Plan and Regional Transportation Plans as well as Comprehensive Multimodal Corridor Plans; evaluate and recommend for approval the California Interregional Transportation Improvement Program.

5% (E) Innovative Finance, Toll Facilities, Right of Way

Evaluate and recommend for approval project proposals for high-occupancy toll lanes or other toll facilities.

Review and recommend for approval right-of-way matters such as route adoptions, new public road connections, resolutions of necessity, highway relinquishments, Director's Deeds, and airspace leases.

Administer the Road Charge Technical Advisory Committee, which informs the California State Transportation Agency and the Commission about road charge related issues.

5% (E) Transportation Fund Estimates/Forecasts/Assessments

Evaluate and recommend adoption of the biennial fund estimate of state and federal funds expected to be available for the STIP and SHOPP, the Trade Corridor Enhancement Program, the Active Transportation Program, the Aeronautics Account, and other programs.

Provides strategic oversight for the preparation of transportation infrastructure needs assessments prepared by the Commission.

5% (M) Attends and presents information at public Commission hearings and other meetings and assists the Chair and the members of the Commission in the discharge of their duties.

SUPERVISION EXERCISED OVER OTHERS

The Executive Director serves at the pleasure of and reports to the 13-member Commission. The Executive Director directs the affairs of the Commission and its staff. This includes responsibility for decisions, actions, and consequences inherent in planning, organizing, and directing the activities of the Commission. The Executive Director appoints staff and selects consultants as necessary to carry out the functions of the Commission. The Executive Director also requests Caltrans to perform work on behalf of the Commission as deemed necessary and upon considering the expertise and resources available.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Ability to:

- Plan, organize, and direct the work of a multi-disciplinary professional and administrative staff
- Plan, organize, and coordinate large scale, highly sensitive studies
- Advise Commission of areas of potential policy conflicts
- Analyze difficult and complex transportation financial issues
- Develop and recommend practical and effective policies for addressing such issues
- Understand how diverse communities of California including but not limited to disadvantaged communities and low-income communities are affected by transportation policy and funding decisions.
- Integrate the activities of a diverse and inclusive program to attain common goals
- Gain the confidence and support of high-level administrators and provide advice on a wide array of transportation issues
- Develop and maintain cooperative working relationships with representatives of all levels of government, the public, the Legislative and Executive Branches, and the media
- Prepare and review reports
- Create an inclusive environment that fosters unique ideas and perspectives
- Plan and direct the work of others
- Speak and write effectively
- Act as the Commission's spokesperson
- Effectively contribute to the Commission's EEO objectives

Knowledge of:

The organization and functions of California State Government, including the

- Organization and practices of the Legislative and Executive Branches
- Bagley Keene Open Meeting Act including means and methods to ensure compliance

- Principles and methods of transportation systems management
- Fiscal and budgetary planning and control methods
- Transportation planning and urban and regional planning
- Environmental, air quality, and energy conservation analysis
- Organization and policies of the Department of Transportation and of regional and local transportation planning organizations
- Transportation systems financing and allocation formulas
- Historical transportation investment strategies and consequences
- Principles, practices, and trends of public administration, organization, and management
- Techniques of organizing, engaging, motivating and facilitating groups
- Program development and evaluation
- Methods of administrative problem solving
- Principles and practices of policy formulation and development
- Personnel management and supervision
- Planning and directing the work of others
- Public Records Act
- The Commission's Equal Employment Opportunity (EEO) program
- A manager's role in the EEO program and processes available to meet program objectives

DESIRABLE QUALIFICATIONS

- Experience with transportation funding and programming at the federal, state, regional and local levels. Experience programming all modes of transportation: highway and roads, active transportation, public transit, commuter and intercity rail, and aeronautics
- Experience with successful public policy development and implementation
- Experience working with transportation stakeholders - Members of the legislature and their staff; state, regional, local, and federal agencies; environmental and community groups, private sector transportation providers and associations; and the public
- Ability to perform high-level administrative and policy-influencing functions effectively.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

This position advises the Commission on transportation programming, delivery, funding, accountability, transparency, and other issues, directs the development of appropriate recommendations, represents the Commission on policy advisory committees, and serves as an influence to help achieve Commission objectives. This position covers a wide range of

transportation issues and has a high degree of policy and program sensitivity. The Executive Director is the individual who directs and controls the Commission's agenda and resultant policies and activities. Decisions and recommendations of the Executive Director have a statewide impact on the State's transportation program and California's overall transportation system. Further, the significant level of funding programmed and allocated by the Commission, approval of toll facilities, resolutions of necessity, and other actions of the Commission generate considerable attention from the State Legislature, regional/local agencies, news media, and the public.

PUBLIC AND INTERNAL CONTACTS

The Executive Director has broad contact (both public and private) with entities to which decisions must be made and information must be provided regarding the Commission's activities, policies, and programs. Such contacts include the Governor's staff, State Legislators and State Legislative staff; US Senators and Representatives and their respective staff; the California State Transportation Agency Secretary and staff; the Department of Transportation Director and executive staff; the California Air Resources Board, elected officials and regional/local agency executive staff; and, community organizations, special interest groups, industry representatives, various news and media and the general public.

WORK ENVIRONMENT

This position involves teleworking and reporting to the office as needed and/or required. The incumbent is required to comply with telework agreement policies and procedures.

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

PHYSICAL REQUIREMENTS

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

Employee's Name

Employee's Signature

Date

California Transportation Commission
Duty Statement: Executive Director
Effective Date:
Page 8

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