



CALIFORNIA TRANSPORTATION COMMISSION

DUTY STATEMENT

Classification Title: Staff Services Manager II (Supervisory)		
Working Title Assistant Deputy Director	Position Number 696-004-4801-001	Effective Date February 2024

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 funds for the construction of highway, passenger rail, transit, and active transportation improvements throughout California. 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. The Commission is also 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.

GENERAL STATEMENT

The Assistant Deputy Director participates in developing high level policy recommendations for the Commission. Under the general direction of the Deputy Director, Finance and Legislation (Career Executive Assignment), the incumbent primarily performs tasks associated with the Commission's legislative program including monitoring, researching, analyzing, and making recommendations on legislation and legislative proposals that affect the Commission and the state's transportation programs; drafting reports, correspondence, and position papers related to proposed or pending legislation; and attending and presenting at public hearings. The Assistant Deputy Director engages with transportation stakeholders to facilitate an understanding of the Commission's work and to identify transportation-related needs, concerns, and opportunities. In addition, the Assistant Deputy Director assists in the review of transportation finance matters, including state budget proposals and program fund estimates.

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

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TYPICAL DUTIES

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

45% (E) – Legislation

- Oversees the tracking, monitoring, and evaluation of state and federal legislative proposals for the duration of the legislative session and identifies high priority bills of interest to the Commission.
- Prepares legislative analyses, which requires understanding legislative history, reading legislative committee analyses, interpreting existing law and a bill's impact on existing law, referencing administrative rules and regulations, and evaluating a bill's economic and fiscal impacts.
- Makes recommendations to the Executive Director/Chief Deputy Director/Deputy Directors on matters of legislation and legislative policy.
- Prepares written correspondence and background materials, such as bill position letters to members of the Legislature, fact sheets for committee staff, and informational materials for members of the Legislature.
- Attends and monitors legislative hearings, meetings with members of the Legislature and staff, and meetings with other state agencies.
- Reviews enacted legislation to determine Commission responsibilities under new or revised laws and coordinates the preparation of related implementation plans.
- Develops legislative recommendations for the Commission's Annual Report to the Legislature.
- Reviews and approves work of subordinate legislation staff.

20% (E) – Finance

- Directs the development of methodologies for estimating revenues available in current and future years.
- Tracks and evaluates proposals in the state budget related to transportation.
- Oversees the review and analysis of the Department of Transportation's Fund Estimates, budget and allocation capacity recommendations, and other financial analyses.

15% (E) – Communications

- Prepares talking points, general communications, and instructional and informational communications.
- Responds to media inquiries and develops publications and web-based and social media postings.

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10% (E) – Event Preparation, Planning, and Coordination

- Coordinates briefings and meetings with Members of the Legislature, legislative staff, and transportation stakeholder groups.
- Prepares background materials and information for legislative-related and stakeholder meetings and events.
- Coordinates and plans educational events, policy forums, and other events.

5% (E) – Supervision

- Completes performance appraisals, approves time off requests, and provides instruction, direction, and training to subordinate legislation staff as needed.

5% (M) – Perform other duties within the scope of the classification as assigned.

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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The position will supervise a team of staff at the Staff Services Analyst or Associate Government Program Analyst level. The incumbent may be required to supervise additional staff as needed.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; 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; department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

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

DESIRABLE QUALIFICATIONS

Awareness and sensitivity to social, economic, and environmental issues which affect transportation; 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; ability to 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; appreciation of news value; ability to analyze situations accurately and adopt or recommend for adoption by top management an effective course of action; ability to gain the confidence and respect of persons contacted in the work; ability to establish

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and maintain cooperative working relations with other public groups; and emotional stability under stress.

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 allocated funds for State and local projects.

PUBLIC AND INTERNAL CONTACTS

The incumbent must have effective communication with other staff members, Commission's Executive Director, and be responsive to information requests from Commission members and other stakeholders. The incumbent will also communicate regularly with other state agencies, the general public, and outside vendors and contractors.

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 operations, the incumbent will work in a climate-controlled office setting of mixed hard-walled and modular furniture design. The primary workspace is of modular design under artificial light, containing computer and telecommunications equipment. Due to periodic problems with the heating and air-conditioning, the building temperature may fluctuate.

Travel: Travel to meetings and hearings may be required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The incumbent may be required to sit for long periods of time using a keyboard and video display terminal to review and access information.

Mental: The incumbent must have the ability to multitask, adapt to changes in priority and focus for long periods of time. Must be able to organize and prioritize work assignments.

Emotional: The incumbent must have the ability to develop and maintain cooperative working relationships and respond appropriately to multiple workload requests and conflicting deadlines. The incumbent must have the ability to resolve emotionally charged issues reasonably and diplomatically.

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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

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

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