



CALIFORNIA TRANSPORTATION COMMISSION

DUTY STATEMENT

Classification Title: Staff Services Manager I (Specialist)		
Working Title Staff Services Manager I	Position Number 696-004-4800-XXX	Effective Date September 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 Staff Services Manager I, under the direction of the Associate Deputy Director, supports the development, evaluation, administration, and monitoring of policies and procedures for the State's multi-modal transportation system and assists in the evaluation of current and pending issues for Commission action. The Staff Services Manager I assist in the development of program guidelines, the development of competitive grant applications, and co-leads the competitive grant application evaluation process. The Staff Services Manager I will independently perform a variety of analytical assignments on difficult and complex projects, such as the assessment and presentation of program benefits and program stakeholder engagement activities. The incumbent directs the work of Caltrans staff for financial programming items that come before the Commission. The Staff Services Manager I independently leads a number of the Commission's smaller funding programs. The incumbent is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. All duties are to be performed in accordance with Commission policies.

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

TYPICAL DUTIES

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

40% (E) – Active Transportation Program Stakeholder Engagement Coordination Outreach, Policy Direction, and Reporting

- Plans and conducts workshops with stakeholders to gather feedback on program guidelines, policies, and procedures. This includes organizing meetings and preparing meeting agendas and materials.
- Plans, organizes, and conducts virtual and in-person project site visits with potential transportation grant recipients, providing valuable input to assist in making the projects more successful.
- Communicates with technical experts, establishes contacts, and responds to questions from workgroup members.
- Coordinates with technical experts to gather their input on a variety of Active Transportation Program topics.
- Develops policy and project recommendations based on stakeholder input for Commission consideration to implement the goals of the Active Transportation Program.
- Prepares Active Transportation Engagement Summary report at the conclusion of each engagement cycle for presentation to the Commission.
- Debriefs unsuccessful applicants, including Executive Directors and Project Managers, and provides meaningful input to assist them in future cycles.

35% (E) – Active Transportation Program Performance Measurement Monitoring, Analysis and Reporting

- Tracks, monitors, and evaluates performance measures relative to the Active Transportation Program.
- Evaluates overall program performance and compiles program benefit data for presentation to stakeholders and the Commission.
- Researches, gathers, analyzes, and compiles data from Commission programs to prepare special reports, executive level presentations, correspondence, briefing documents, charts, tables, and spreadsheets requested by management in support of Commission funding programs.
- Researches programmatic problems, analyze issues, and makes recommendations as appropriate to the Associate Deputy Director.

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15% (E) – Aeronautics Program

- Proposes, develops, and updates policies pertaining to the Aeronautics funding programs.
- Ensures compliance with the Commission’s polices and guidelines, providing assistance to officials from federal and state governments.
- Reviews and makes recommendations to the Commission on all requests for funding from the Federal Aviation Administration Airport Improvement Program.
- Reviews and makes recommendations to the Commission on all requests related to the Acquisition and Development Program including, approval of priority matrix, Program of Projects, and allocations.
- Tracks, monitors, and ensures all allocated funds are meeting the timely use of funds requirements.
- Analyzes reports on program updates and addresses identified issues and reports to the Commission.
- Reports updates and all major accomplishments of the Aeronautics Programs under the Commission’s purview in the Commission Annual Report.

5% (E) – Rural Counties Task Force Liaison

- Serves as the Commission’s Single Focal Point for engagement with the Rural Counties Task Force and assist in their quarterly meetings,
- Researches policy solutions impacting rural counties for Commission consideration in consultation with rural transportation stakeholders for the initiation and development in Commission plans and funding programs.
- Assists the rural counties in identifying their unique transportation needs and setting rural priorities, confer with State and local agency personnel to resolve rural issues and find solutions to rural transportation issues.

5% (E) – Other Business Functions

- Coordinates and ensures timely reporting of all programs under Proposition 1B. Follows up with all recipient agencies that received Proposition 1B funds that are delinquent on the required reporting.
- Reports updates and all major accomplishments of the programs under the Proposition 1B in the Commission Annual Report.
- Assists other funding programs in evaluating and making project recommendations.

¹Essential 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

This position does not supervise; however, the incumbent may act in a lead capacity.

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

Familiarity with the Commission's mission, organization, policies, and procedures, Federal and State laws and regulations, concepts and terminology relating to transportation planning, and sources of funding transportation programs; Knowledge of the programming process and general practices of transportation programming; Ability to review technical maps, documents, and modeling tools and draw conclusions; Ability to delegate responsibility to and inspire the confidence of others; Experience that demonstrates project management skills; Demonstrated ability to participate in public forums, to develop and implement organizational improvements or innovations, to effectively apply logic and creativity in decision-making processes, and to successfully apply motivational and negotiating skills; Represent the Commission in complex transportation matters and serve in a consulting and coordinating capacity with other transportation professionals and organizations; Excellent oral and written communication skills.

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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 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: Occasional 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, respond appropriately to multiple workload requests and conflicting deadlines. The incumbent must have the ability to resolve emotionally charge 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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