



CALIFORNIA TRANSPORTATION COMMISSION DUTY STATEMENT

Classification Title: Staff Services Manager III		
Working Title Associate Deputy Director	Position Number 696-004-4802-XXX	Effective Date December 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 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 III, under the general direction of the Deputy Director (CEA), directs the development, evaluation, administration, and monitoring of policies and procedures for programs that contribute funding towards the State's multi-modal transportation system. The incumbent directs the development of program guidelines, policies, and procedures; the coordination of financial, legislative, and environmental matters of the Commission; and evaluates current and pending issues for Commission action. The Staff Services Manager III serves as a member of the policy staff and provides direction on policy decisions for the Commission.

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

40% (E) – Programming and Allocating Funding

Serves as Program Manager and supervises staff for internal and external efforts related to the following:

- Directs the development of statewide guidelines for programming and administering the Active Transportation Program and other programs. Includes development of Commission policies on statewide programming guidelines and/or procedures for Commission administered funding programs.
- Reviews staff work of the most difficult and complex programming requests, addressing policy issues raised by each proposal, for presentation at public hearings.
- Monitors the review and preparation of recommendations on project readiness and project funding for capital and/or non-infrastructure projects, consistent with statutory and program guidelines.
- Manages and coordinates with Metropolitan Planning Organizations in developing the Metropolitan Planning Organization component of the Active Transportation Program programming staff recommendations.
- Responds to the more difficult and complex requests from, and interprets program guidelines for, recipient agencies ensuring compliance with program guidelines and state and federal law.
- Directs the review and analysis of proposals received from eligible agencies for presentation to the Commission, including local, regional, and State agencies; transit agencies; natural resources or public land agencies; public schools and school districts; and tribal governments.
- Responds to the more difficult and complex issues raised by eligible agencies, Caltrans, or other interested parties.
- Oversees the development of workshops with stakeholders to gather feedback on program guidelines, policies, and procedures.
- Directs the analysis and the competitive scoring process for programming proposals from agencies, including formation and facilitation of multidisciplinary advisory groups.
- Manages the preparation of the Active Transportation Program for adoption and implementation by the Commission.
- Serves as the Co-Chair for the Active Transportation Program Technical Advisory Committee.
- Makes presentations that cover general Commission functions and/or program specific content on an as-needed basis.
- Oversees the tracking, monitoring, and evaluation of performance measures relative to Commission-administered funding programs.

Staff Services Manager III – Programming
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- Evaluates overall program performance including annual reporting to the legislature.

20% (E) – Finance and Budget

Serves as Program Manager and supervises staff for internal and external efforts related to the following:

- Develops policy and methodology for financing transportation programs.
- Participates in the methodology development for estimating revenues available in current and future years.
- Participates in the review and analysis of the Department of Transportation’s Fund Estimates, budget and allocation capacity recommendations, and other financial analyses.

20% (E) – Legislation and Coordination

Serves as Program Manager and supervises staff for internal and external efforts related to the following:

- Analyzes bills which have an identifiable impact on the State Transportation System, 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.
- 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.

10% (E) – Statewide Multi-Modal Transportation Policy

Serves as Program Manager and supervises staff for internal and external efforts related to the following:

- Develops Commission policies on statewide guidelines and/or procedures for regional transportation plans.
- Reviews and prepares comments for Commission consideration in response to regional transportation plans and State transportation plans, such as the California Transportation Plan and the Bicycle and Pedestrian Plans.
- Participates in workgroups and committees ensuring the policies and directions of the Commission are represented.

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5% (E) – Manager Responsibilities – In addition to assigning and reviewing staff work in the program:

- Prepares probationary reports and annual performance appraisals for all assigned staff.
- Completes Individual Development Plans as required.
- Approves employee overtime, time off, and timesheets.
- Ensures staff completes all mandatory trainings.
- Manages employee misconduct and poor performance.

5% (M) – Additional Responsibilities

- Performs other duties within the scope of the classification as assigned.

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

The position supervises a team comprised of general analytical and transportation planner staff. The incumbent may be required to manage additional staff as needed, at the direction of the Deputy Director.

KNOWLEDGE AND ABILITIES

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.

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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 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.

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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.

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