



CALIFORNIA TRANSPORTATION COMMISSION DUTY STATEMENT

Classification Title: Career Executive Assignment		
Working Title Deputy Director of Transportation Programming	Position Number 696-004-7500-004	Effective Date August 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 Deputy Director, under the general direction of the Executive Director and the Chief Deputy Director, is responsible for managing the programming and allocating funds, coordinating programming and funding recommendations among other Commission programs, developing policy guidance for presentation and adoption by the Commission, and serving as a member of the Policy Staff and participating in high level policy and planning decisions for the Commission. The Deputy Director will lead a team of staff responsible for a variety of programs under the purview of the Commission, including: the State Transportation Improvement Program, the Active Transportation Program, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, the Safe, Reliable Highway-Speed Passenger Train Bond Act of 2008, various Rail programs, Local Assistance, Traffic Congestion Relief Program, Aeronautics, Clean Air and Transportation Improvement Act of 1990, the Transit and Intercity Rail Capital Program, the Local Transportation Climate Adaptation Program, and the Elderly and Disabled Specialized Transit Program. All duties are performed in accordance with State and Commission policies and procedures.

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

TYPICAL DUTIES

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

30% (E) – Policy Development and Implementation

- Manages the development of policies, guidelines, recommendations and administration of multiple state and federal transportation programs.
- Develops statewide policy necessary to generate guidelines for the programming of state and federal funds and ensures the funds are effectively directed to projects in accordance with statute.
- Manages the solicitation of input from Caltrans, other state departments, Metropolitan Planning Organizations, Regional Transportation Planning Agencies, County Transportation Commissions, local jurisdictions, transportation agencies, legislative staff, federal partners, and other interested parties when developing program policies, guidelines, and formulating recommendations.
- Oversees the analysis of input provided by Caltrans and other state departments, regional agencies, local jurisdictions, transportation agencies, legislative staff and other interested parties.
- Manages the presentation of recommended policies and guidelines at public hearings, Commission meetings and various other local and regional meetings and responds to issues raised, determination of the validity of the issues, and revisions to the policies and/or guidelines as appropriate.

30% (E) – Programming and Funding Allocation

- Responsible for assuring that all available funds are fully programmed, allocated and expended to maximize the benefits to the state and assure no net loss of funds to California.
- Identifies priorities for the evaluation of project programming requests and oversees the development and presentation of recommendations for Commission consideration in approving, delaying or denying requests.
- Responsible for overseeing the analysis of project allocations as compared to the anticipated funding, and developing allocation plans for Commission action, if necessary, to meter the allocation of funds.
- Manages the review and formulation of recommendations to the Commission on project readiness and requests for funding allocations. This includes evaluation of requests to advance funds programmed in future years to the current year; extend the timeline for construction contract award, contract completion, expend local or other funds for later reimbursement with state funds, and other complex funding requests.

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CEA – Deputy Director of Transportation Programming – Programming
August 2024

- Ensures the solicitation of input from Caltrans, other state departments, Metropolitan Planning Organizations, Regional Transportation Planning Agencies, County Transportation Commissions, local jurisdictions, transportation agencies, legislative staff, federal partners, and other interested parties when developing programming and allocation recommendations.

20% (E) – Tracking and Reporting

- Ensures transparent and accountable reporting of billions programmed and allocated by the Commission at public hearings, public workshops, public meetings, on-going reporting, interaction with the media and annual reporting to the Legislature and Administration.
- Manages reporting both annually and on an ad hoc basis, on the status of programs to interested parties including the Legislature and the media, as necessary.
- Oversees the tracking of Commission actions on multiple program balances.

15% (E) – Program Coordination

- Work with and advise Commission staff, Caltrans, other state agencies, regional agencies, local jurisdictions, transportation agencies, legislative staff, and other interested parties to resolve project planning, programming, allocation and delivery issues on projects that are in multiple programs.
- Coordinate with Caltrans to accomplish assigned responsibilities as specified in Government Code section 14512.

5% (M) – Other Functions

- Represent the Commission at various meetings with Federal, State, Local government, special interest groups, legislative staff, non-profit organizations, private industry, other transportation stakeholders, and members of the media.

Programs

- State Transportation Improvement Program
- Active Transportation Program
- Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006
- Safe, Reliable Highway-Speed Passenger Train Bond Act of 2008
- Various Rail programs
- Local Assistance
- Traffic Congestion Relief Program
- Aeronautics
- Clean Air and Transportation Improvement Act of 1990
- Elderly and Disabled Specialized Transit Program
- Local Transportation Climate Adaptation Program
- Transit and Intercity Rail Capital Program
- Local Alternatives Transportation Improvement Programs

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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 incumbent is responsible for providing supervision and guidance to eight multi-disciplinary program staff. Works with and utilizes Caltrans staff to accomplish assigned responsibilities as provided for in Government Code 14512.

KNOWLEDGE AND ABILITIES

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 department's or agency's equal employment opportunity objectives.

DESIRABLE QUALIFICATIONS

Desirable candidates will have knowledge of: transportation funding; state and federal statutes regarding the allocation transportation funds; and organization and policies of state transportation agencies; along with excellent verbal and written communication skills, including, experience presenting information and answering questions at public meetings; excellent numeracy skills including creating and analyzing comprehensive spreadsheets; and the ability to manage small, high performance teams.

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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 funding from federal, state, local and private sources which could affect the state's economy.

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: 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 changing priorities 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 assist with diffusing emotionally

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CEA – Deputy Director of Transportation Programming – Programming
August 2024

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

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