



CALIFORNIA TRANSPORTATION COMMISSION DUTY STATEMENT

Classification Title: Staff Services Manager II (Specialist)		
Working Title Assistant Deputy Director	Position Number 696-004-4801-601	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

Under the general direction of a Staff Services Manager III serving as an Associate Deputy Director, the Staff Services Manager II (Specialist) independently plans, organizes, and directs the development, evaluation, administration, and monitoring of policies and procedures related to Assembly Bill (AB) 744, as well as other Commission programming, planning, and allocation functions. The incumbent independently works on difficult and complex projects such as the development of program guidelines, policies, and procedures; and assists in the coordination of financial, legislative, and environmental matters of the Commission. The Staff Services Manager II (Specialist) serves as a member of the policy staff and participates in policy and planning decisions for the Commission.

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

TYPICAL DUTIES

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

35% (E) – Programming

- Develop statewide guidelines for programming and administering new and/or existing programs, including the implementation of AB 744. Responsibilities include the development of Commission policies on statewide programming guidelines and/or procedures for Commission-administered funding programs.

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- Develop policies and procedures for the distribution of funds to local and regional agencies for transportation data, modeling, and analytic software tools in accordance with AB 744.
- Lead the AB 744 workgroup, including organizing meetings, preparing meeting materials, collaborating with technical experts, and establishing contacts.
- Review and summarize the more difficult and complex programming requests, addressing policy issues raised by each proposal, for presentation at public hearings.
- Advise applicants in developing project nominations for programs such as AB 744, the Trade Corridor Enhancement Program, the Local Partnership Program, and the Solutions for Congested Corridors Program.
- Respond to requests from, and interpret program guidelines for, recipient agencies, ensuring compliance with program guidelines and State and Federal law.
- Review and analyze proposals received from regional agencies and Caltrans for presentation to the Commission.
- Respond to difficult and complex issues raised by regional agencies, Caltrans, or other interested parties.
- Plan and conduct workshops with stakeholders to gather feedback on program guidelines, policies, and procedures.
- Analyze and competitively score programming proposals from agencies, including leading the formation and facilitation of multidisciplinary advisory groups.
- Prepare the Trade Corridor Enhancement Program, the Local Partnership Program, the Solutions for Congested Corridors Program, the State Transportation Improvement Program, the Active Transportation Program, and/or other programs, as applicable, for adoption by the Commission.
- Oversee the compilation, analysis, and display of data related to program composition for distribution to stakeholders.
- Make presentations that cover program-specific content on an as-needed basis.
- Analyze amendment requests relative to Commission-administered funding programs and recommend actions.
- Oversee the tracking of Commission actions relative to Commission-administered funding programs.

25% (E) – Allocating Funding

- Monitor 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.
- Respond to requests from, and interpret program guidelines for, recipient agencies, ensuring compliance with program guidelines and State and Federal law.
- Review and analyze allocation requests received from regional agencies and Caltrans for presentation to the Commission.
- Respond to difficult and complex issues regarding allocations raised by regional agencies, Caltrans, or other interested parties.

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- Develop, track, monitor, and evaluate performance measures relative to AB 744 and other Commission-administered funding programs.
- Evaluate overall program performance through the development of statutorily required AB 744 reports and annual reporting to the legislature for other Commission programs.

20% (E) – Finance and Budget

- Develop policy and methodology for financing transportation programs.
- Participate in the methodology development for estimating revenues available in current and future years.
- Participate in the review and analysis of Caltrans' Fund Estimates, budget and allocation capacity recommendations, and other financial analyses.

10% (E) – Legislation and Coordination

- Analyze bills that have an identifiable impact on the State Transportation System, particularly bills that influence transportation funding, transportation funding programs, the Commission's allocation of funds, and other matters shaped by Commission policies and actions.
- Work collaboratively with transportation stakeholders and provide technical support in the initiation and development of State and Federal legislation that seeks to secure financial stability for the State's transportation needs.

5% (E) – Statewide Multi-Modal Transportation Planning

- Develop Commission policies on statewide guidelines and/or procedures for regional transportation plans.
- Review and prepare comments for Commission consideration in response to regional transportation plans and state transportation plans such as the California Transportation Plan, the Sustainable Freight Plan, the Interregional Transportation Strategic Plan, and the California Aviation System Plan.
- Participate in planning workgroups and committees, ensuring the policies and directions of the Commission are represented.

5% (M) – Additional Responsibilities

- Perform 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

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

KNOWLEDGE, ABILITIES AND SPECIAL PERSONAL 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 Commission's goals and policies; governmental functions and organization at the State and local level; Commission'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 Commission's affirmative action objectives.

Special Personal Requirements: Demonstrated ability to act independently and be open-minded, flexible, and tactful.

DESIRABLE QUALIFICATIONS

Awareness and sensitivity to social, economic, and environmental conditions that affect the transportation field; ability to delegate responsibility to others; ability to inspire the confidence of others; 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; demonstrated 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.

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 communicate effectively with other staff members and the Commission's Executive Director and be responsive to information requests from Commissioner 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 changes in priority, and focus for long periods of time. The incumbent 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