



CALIFORNIA TRANSPORTATION COMMISSION

DUTY STATEMENT

Classification Title: Staff Services Manager II		
Working Title Assistant Deputy Director	Position Number 696-004-4801-005	Effective Date October 2023

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 II, under the general direction of the Deputy Director, serves as the Program Manager to direct and supervise the development, evaluation, administration, and monitoring of policies and procedures for programs that contribute towards the State's multi-modal transportation system. The incumbent directs 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 serves as a member of the policy staff and participates in policy and planning decisions for the Commission.

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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) – Programming

- Conducts the more difficult and complex elements of planning and developing statewide guidelines for programming and administering new and/or existing programs. Includes development of Commission policies on statewide programming guidelines and/or procedures for Commission administered funding programs.
- Review and summarize the more difficult and complex programming requests, addressing policy issues raised by each proposal, for presentation at public hearings.
- Supervise subordinate staff to support program deliverables and tasks.
- Advises and coordinates with regional agencies and the Department of Transportation (Caltrans) in developing programming and policy documents such as the Regional Transportation Improvement Program, and the Transit and Intercity Rail Capital Program Allocation Policy.
- Reviews and analyzes proposals received from regional agencies and Caltrans for presentation to the Commission.
- Responds to issues raised by regional agencies, Caltrans, or other interested parties.
- Works collaboratively with transportation stakeholders and provides technical support.
- Plan and conduct workshops with stakeholders to gather feedback on program guidelines, policies, and procedures.
- Analyze and competitively score programming proposals from agencies, including formation and facilitation of multidisciplinary advisory group.
- Oversees the compilation, analysis, and display data related to program composition for distribution to stakeholders.
- Make presentations that cover program specific content on an as needed basis.
- Analyze amendment and time extension requests relative to Commission administered funding programs and recommend actions.
- Oversee the tracking of Commission actions relative to Commission administered funding programs.

35% (E) – Allocating Funding

- Monitors the review and preparation of recommendations on project readiness and project funding for capital and/or non-infrastructure projects, consistent with statute and program guidelines.
- Responds to requests from and interprets program guidelines and Commission policy for recipient agencies ensuring compliance with program guidelines and state and federal law.
- Reviews and analyses allocation requests from regional agencies and Caltrans for presentation to the Commission.
- Responds to and resolves difficult and complex issues raised by regional agencies, Caltrans, or other interested parties.

Staff Services Manager II – Programming Office
October 2023

- Oversee the tracking of Commission actions relative to Commission administered funding programs.
- Tracks, monitors, and evaluates performance measures relative to Commission administered funding programs.
- Evaluates overall program performance including annual reporting to the Legislature.
- Supervise subordinate staff to support program deliverables and tasks.

10% (E) – Finance and Budget

- 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 Caltrans' Fund Estimates, budget, and allocation capacity recommendations, and other financial analyses.

10% (E) – Legislation and Coordination

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

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

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

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The position will supervise one direct report at the Staff Services Analyst or Associate Government Program Analyst level. The incumbent may be required to supervise additional direct reports 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 and program evaluation; program management or related areas; 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; 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.

DESIRABLE QUALIFICATIONS

Awareness and sensitivity to social, economic, and environmental conditions which 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; 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. Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

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

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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: 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 charged issues reasonably and diplomatically.

Staff Services Manager II – Programming Office
October 2023

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