



CALIFORNIA TRANSPORTATION COMMISSION DUTY STATEMENT

CLASSIFICATION TITLE Staff Services Manager III	DISTRICT/DIVISION/OFFICE California Transportation Commission	
WORKING TITLE Associate Deputy Director	POSITION NUMBER	EFFECTIVE

The Commission 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 and has the responsibility for adopting statewide transportation policy. The Commission is also responsible for the programming and allocating of funds for the construction of highway, rail, transit, bicycle, and pedestrian improvements throughout California. The Commission is 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.

All duties are performed in accordance with State and Commission policies and procedures.

GENERAL STATEMENT: Under the direction of the Deputy Director, the incumbent is primarily responsible for making policy recommendations to the Commission to foster diversity, equity, and inclusion in Commission programs and functions. The incumbent must be knowledgeable of policies and statutory requirements relating to environmental justice as well as community engagement and the consideration of racial and social equity in transportation planning and project delivery. The Staff Services Manager III serves as a member of the policy staff and participates in high-level policy and planning decisions for the Commission.

TYPICAL DUTIES:

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

- | | |
|-------|--|
| 50% E | <p>Develop Policies Related to Transportation Equity and Environmental Justice</p> <ul style="list-style-type: none"> • Advise Commission executive staff on the development of policy recommendations related to transportation equity, community engagement, and environmental justice issues. |
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¹ ESSENTIAL 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

- Lead the Commission’s internal Equity Working Group to support the integration of equity policies into Commission programs and functions.
- Coordinate and present agenda items related to transportation equity, community engagement, and environmental justice at public Commission Meetings.

20% E **Coordinate Commission Workshops and Committees**

- Coordinate public-facing meetings related to transportation equity such as the Commission’s Equity Advisory Roundtable and Community Listening Sessions.
- Translate feedback received in public settings into policies, programs, and practices for management review and Commission adoption.

25% E **State Multi-Modal Transportation Issues**

- Develop Commission policies on statewide guidelines and/or procedures for Regional Transportation Plans, Multimodal Corridor Plans, and the California Transportation Plan.
- Review multimodal plans and prepare comments for Commission consideration in response to regional transportation plans, multimodal corridor plans, the California Transportation Plan, the State Rail Plan, the State Freight Plan, Interregional Transportation Strategic Plan, and other related transportation plans.
- Prepare planning issue memos as needed and new planning areas of Commission policy; and follow-up on procedural memos to implement new policy decision.
- Actively participate in interagency workgroups and committees related to Transportation, Housing, Climate, Freight etc. ensuring the policies and directions of the Commission are represented.

5% E **Performance Measurement and Evaluation of Commission Funding Programs**

- Assist Commission staff on the development of program guidelines and review and evaluation of various transportation funding programs under the Commission’s purview.
- Assist Commission staff on the development of project-level performance metrics for use in review and evaluation of various transportation funding programs under the Commission’s purview.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Acts in a lead capacity and supervises at least one staff.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Ability to:

Operate in a professional, objective, and equitable manner consistent with the highest ethical and professional standards; ensure an open process in all operations that encourages and values public participation; meet commitments, act responsibly with public trust, and achieve the highest performance standards; deliver the highest quality, while striving for efficiency, creativity, and continuous improvement; objectively evaluate the effectiveness of projects and programs; take intelligent risks and support others in taking informed risks; anticipate the implications and consequences of situations and decisions and prepare for possible outcomes; work cooperatively and build effective partnerships; negotiate meaningful and long-lasting solutions to complex project and program-level conflicts; participate in public forums, communicate effectively, orally and in writing, represent the Commission in advanced transportation matters; analyze and evaluate dynamic programs, make judgments and recommendations on appropriate alternatives, and administer a large program with many internal and external partners; respond to inquiries from management and internal and external customers in a timely and effective manner; effectively apply logic and creativity in decision-making processes, and successfully apply negotiation and motivation techniques; handle multiple assignments simultaneously, learn new tasks quickly with little or no formal training, and be responsive to customers and management policy; contribute to the Commission's safety, health, affirmative action, and labor relations objectives.

Knowledge of:

The planning process and general practices of environmental and transportation planning; research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; effective public participation techniques; the Commission's mission, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation programs; the Commission's budgeting process; the Commission's Affirmative Action Program objectives; principles and techniques of selecting outside consultants; principles and techniques of effective supervision and personnel management; a supervisor's role in safety, health, labor relations and the Commission's Affirmative Action Program and the processes available to meet these program objectives; and purpose, organization, the policies of Federal, State, regional, and local transportation agencies program goals and objectives of the California Department of Transportation.

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 state and local partner agencies and could result in the loss of allocated funds for State and local projects.

CORE COMPETENCIES

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Accountability)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others at the Commission informed as appropriate. (Transparency)
- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Integrity)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Accountability)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions to achieve consistent results. (Integrity)

DESIRABLE QUALIFICATIONS

Awareness and sensitivity of social, economic, and environmental conditions which effect environmental and transportation planning; 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.

PUBLIC AND INTERNAL CONTACTS

Travel to the Commission meetings is required. Occasional travel to other meetings and hearings may also be required. Must have effective communication with other staff members, Commission's Executive Director, and be responsive to information requests from Commission members and other stakeholders.

WORK ENVIRONMENT

