CALIFORNIA TRANSPORTATION COMMISSION
POSITION DUTY STATEMENT

Classification Title
Staff Services Manager II – Legislation/Finance

Working Title
Assistant Deputy Director

Position Number
696-004-4801-001

Effective Date
October 1, 2019

GENERAL STATEMENT

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. It has the ultimate responsibility for adopting statewide transportation policy. The Commission is responsible for programming and allocating funds for construction of highway, passenger rail, transit, and bike and pedestrian improvements throughout California. It actively participates in initiating and developing State and Federal legislation to secure financial stability for California’s transportation needs.

The Assistant Deputy Director participates in developing high level policy recommendations for the Commission. Under the direction of the Deputy Director, Finance and Legislation, the incumbent primarily performs tasks associated with the Commission’s legislative program, including: monitoring, researching, analyzing, and making recommendations on legislation and legislative proposals that affect the Commission and the state’s transportation programs; drafting reports, correspondence, and position papers related to proposed or pending legislation; and attending and presenting at public hearings. The Assistant Deputy Director engages with transportation stakeholders to facilitate an understanding of the Commission’s work and to identify transportation-related needs, concerns, and opportunities. In addition, the Assistant Deputy Director assists in the review of transportation finance matters, including the review of toll facility applications.

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

TYPICAL DUTIES:

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

60% E Legislation
• Makes recommendations to the Executive Director/Chief Deputy Director/Deputy Directors on matters of legislation and legislative policy.

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.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.
• Prepares legislative analyses, which require understanding legislative history, reading legislative committee analyses, interpreting existing law and a bill’s impact on existing law, referencing administrative rules and regulations, and evaluating a bill’s economic and fiscal impacts.
• Tracks, monitors, and evaluates state and federal legislative proposals for the duration of the legislative session and identifies high priority bills of interest to the Commission.
• Prepares written correspondence and background materials, such as bill position letters to members of the Legislature, fact sheets for committee staff, and informational materials for members of the Legislature.
• Attends or monitors legislative hearings, meetings with members of the Legislature and staff, and meetings with other state agencies.
• Reviews enacted legislation to determine Commission responsibilities under new or revised laws and coordinates the preparation of related implementation plans.
• Develops legislative recommendations for the Commission’s Annual Report to the Legislature.

15% E  Finance & Budget
• Develops policy and methodology for financing transportation programs.
• Develops and assists in methodology 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.
• Reviews applications for tolling authority pursuant to AB 194 (Frazier, Chapter 687, Statutes of 2015).

20% E  Stakeholder and Community Outreach
• Coordinates and facilitates meetings with a broad spectrum of transportation stakeholder groups, including advocates for the environment, public health, education, and social equity, as well as groups representing business and taxpayers.
• Identifies important transportation issues, needs, and concerns for stakeholders and opportunities for Commission engagement.
• Educates stakeholder groups on transportation programs within the Commission’s purview, as well as on transportation planning, funding, and the roles of various transportation agencies in the delivery of projects.
• Seeks opportunities to work with local communities to provide resources and technical assistance to improve local transportation systems.

5% E  Event Preparation and Planning

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.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.
Coordinates and plans the Commission’s annual Legislative Briefing.
Coordinates and plans educational events for legislative staff as well as policy forums.
Prepares background materials and information legislative-related meetings and events.

SUPERVISION EXERCISED OVER OTHERS
This position does not supervise staff directly but may act in a lead capacity.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: Transportation policy issues, including transportation impacts on the environment, economy, and social equity; the Commission’s mission, organization, policies, and procedures; Federal and State transportation laws and regulations; concepts and terminology related to transportation planning; sources of funding for transportation programs; the purpose, organization, and policies of Federal, State, regional, and local transportation agencies; the organization and rules of the Legislature; the state budget process; information systems used to track legislation.

Ability to: Gather, compile, analyze, and interpret data; reason logically, basically, and creatively; use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with other agencies, legislative staff, and transportation stakeholders; work independently; stimulate interest in an agency's program and secure the cooperation of diverse groups in conducting that program;

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

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.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.
respect of persons contacted in the work; ability to establish and maintain cooperative working relations with other public groups; emotional stability under stress.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

As a representative of the Commission, it is imperative the incumbent maintains a professional demeanor and is knowledgeable about the Commission’s policies and procedures, mission, vision, goals and principles. Errors in decisions may result in erroneous information to the media, public and Legislature. This may cause embarrassment to the Commission and create a lack of credibility with the public. Communication errors or incomplete information could endanger and/or inconvenience the public, cause public concern, result in lawsuits against the State and erroneous media reports, and create a negative image with the public and elected officials.

**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:** Demonstrates 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)

**Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Accountability)

**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)

PUBLIC AND INTERNAL CONTACTS
Occasional travel to Commission meetings, external stakeholder meetings and hearings may also be required. Participate in meetings dealing with federal, State, regional and local agencies and the public concerning the scope and content of assigned projects. Must have effective communication with other staff members, Commission’s Executive Director, and be responsive to information requests from Commission members and other stakeholders.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS
- Ability to work on a keyboard and operate a computer.
- May require sitting or standing for long periods of time.
- Must be able to develop and maintain cooperative working relationships, especially with other staff members.
- Must be able to complete assigned tasks and projects on time and within budget.
- Must be able to grasp the essence of new information and new technical and business knowledge.
- Must be able to resolve emotionally charged issues reasonably and diplomatically.
- Must deal effectively with pressure, maintain focus and intensity, yet remain optimistic and persistent even under adversity.
- Required to work on extremely sensitive legislative and policy issues that may occasionally require working unpredictably long hours and on weekends.
- Must be able to consider and respond appropriately to the needs, feelings and capabilities of different people in different situations; is tactful and treats others with respect.
- Employee may be required to lift and/or carry 40 lbs.
- Must be able to work in a high-stress environment. Must be able to deal with tight deadlines.

WORK ENVIRONMENT
- While at their base office, employee will work in a climate-controlled office under artificial light.
- Employee will primarily work in a workstation cubicle in a shared office. Core working hours will be set sometime between 7:00 a.m. and 6:00 p.m.; however, may need to respond to issues on the weekend or after-work hours.
- Travel may be required throughout California. Possession of a valid driver's license and current defensive driver's certification is required.
- Occasional overtime may be required.

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.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.
California Transportation Commission
Duty Statement: Staff Services Manager II - Legislation/Finance
Effective Date: October 1, 2019
Page 6

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

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.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.