



CALIFORNIA TRANSPORTATION COMMISSION

DUTY STATEMENT

Classification Title: Staff Services Manager I (Specialist)		
Working Title Staff Services Manager I	Position Number 696-004-4800-XXX	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

Under the direction of a Supervising Transportation Planner serving as the Associate Deputy Director of Equity and Engagement, the Staff Services Manager (SSM) I (Specialist) supports the development, evaluation, administration, and monitoring of policies and procedures for the state's multi-modal transportation system and assists in the evaluation of current and pending issues for Commission action. The SSM I assists in the development and implementation of policies and procedures related to transportation equity and public engagement, and leads the coordination and organization of the Interagency Equity Advisory Committee meetings. The SSM I independently performs a variety of analytical assignments on difficult and complex projects such as the assessment and presentation of current transportation equity and public engagement policies, procedures, and program benefits across multiple funding programs at the Commission. The incumbent coordinates and organizes the work of the Commission, the California Department of Transportation (Caltrans), and the California State Transportation Agency (CalSTA) staff for Interagency Equity Advisory Committee meetings. The SSM I independently coordinates the Equity Training Program for Commissioners, staff, and Advisory Committee Members.

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

TYPICAL DUTIES

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

40% (E) – Development and implementation of policies and procedures related to transportation equity and public engagement.

- Research initiatives regarding transportation equity and public engagement among state, regional, and local transportation agencies, as well as advocacy stakeholders.
- Lead efforts at the Commission to review policies and procedures, as well as plans and guidelines, to ensure consistency across functional areas in relation to transportation equity and public engagement.
- Develop recommendations for policy and process improvements related to transportation equity and public engagement.
- Develop, distribute, and present public engagement materials related to transportation planning, funding, guidelines, and equity.
- Prepare briefing and background information for meetings, workshops, and other events, including gathering relevant documents and information and compiling applicable materials.
- Develop accessible and relevant communications and presentation materials.
- Coordinate in-person and virtual workshops as needed for Planning Team staff.
- Review the Commission website content regularly and serve as lead in the coordination of timely updates, as well as recommending and implementing improvements.

30% (E) – Coordination and organization of Interagency Equity Advisory Committee meetings, or other meetings, ensuring compliance with meeting procedures and statutory requirements.

- Provide recommendations to the Associate Deputy Director of Equity and Engagement and the Deputy Director of Planning regarding priority action and information items for inclusion in the Interagency Equity Advisory Committee meeting agendas.
- Develop, implement, and maintain policies and procedures for Interagency Equity Advisory Committee operations, administration, and communications. This includes policies and procedures that address meeting materials development, interagency agreements and procedures, as well as training, travel, and compensation.
- As a lead, coordinate, set deadlines, and ensure compliance of all meeting materials, including contributions and submittals from Commission staff, Caltrans,

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Staff Services Manager I (Specialist) – Planning
June 2024

CalSTA, Regional Transportation Planning Agencies, community-based organizations, and others.

- Prepare meeting materials, including agendas, book items, and PowerPoint presentations.
- Coordinate with CTC Executive Management, Caltrans, and CalSTA to develop the Interagency Equity Advisory Committee Meeting Schedule.
- Coordinate with Administration Team staff to obtain accessibility translators and interpreters as needed.

15% (E) – Coordination of Commissioner, staff, and Advisory Committee Member training.

- Coordinate internal training regarding equity, engagement, and other relevant topics as identified by Executive staff.
- Coordinate the Equity Training Program for Commissioners, staff, and Advisory Committee Members.
- Develop and support the implementation of training contracts as needed.

5% (E) – Evaluation of Commission funding programs.

- Support Commission staff on the review and evaluation of various transportation funding programs under the Commission's purview.

5% (E) – Analyze legislation.

- Review and analyze proposed legislation and advise management on its impact or potential impact.
- Coordinate Planning Team review and analysis of proposed legislation.

5% (M) – Perform administrative duties, provide back-up for other team staff, as needed, and perform other duties within the scope of the classification as assigned.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

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

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, 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 department's goals and policies; governmental functions and organization at the State and local level; department'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 department's affirmative action objectives.

DESIRABLE QUALIFICATIONS

Awareness and sensitivity of social, economic, and environmental conditions which effect environmental and transportation planning, especially as related to equitable outcomes; ability to delegate responsibility to others; ability to inspire the confidence of others; ability to support and lead multiple projects and timelines simultaneously; 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 conduct presentations and 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.

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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 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 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.

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Staff Services Manager I (Specialist) – Planning
June 2024

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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