

# Assistant Executive Director, California Transportation Commission

## California State Personnel Board Specification

- **Schematic Code:** JX70
- **Class Code:** 5916
- **Established:** 06/20/1979
- **Revised:** 04/17/1984
- **Title Changed:** 04/17/1984

### Definition

Under the administrative direction of the Executive Director, California Transportation Commission, to formulate State transportation goals, programs, policies, and objectives; to develop and recommend to the Commission a biennial report and a State transportation improvement program; to evaluate the Caltrans budget and present that evaluation before the Legislature; to administer as needed each of the modal committees established pursuant to enabling legislation; to represent Commission in the legislative process to provide liaison with Federal, State, regional and local agencies; and to do other related work.

### Typical Tasks

Develops draft material for the biennial report and makes recommendations to the Commission on its outline, format, and content (issues); prepares recommendations to the Commission on State transportation policies for each transportation mode; consults with local, regional, State and Federal agencies regarding transportation issues, policies, and guidelines for the development of regional transportation plans and transportation improvement programs; recommends final guidelines to the Commission; develops methodology for estimating revenues available in future years; annually presents to the Legislature the Commission's assessment of the adequacy of State transportation revenues; prepares a review of the annual Caltrans budget for approval of the Commission and submits it to the Legislature; recommends project allocations to the Commission for each of the various modes; develops the Commission's policy and methodology for prioritizing projects; analyzes various applications and makes recommendations to the Commission on the proposed diversion of highway gas tax funds to multimillion dollar fixed guideway mass transit systems; appraises the Commission of the implications of the expenditures resulting from the multi-year State transportation improvement program for public investment and consumer behavior; develops positions on legislation affecting the Commission's overall policies or policies of individual modes; prepares the Commission budget for presentation to the Governor and the Legislature; administers as needed the modal committees of the Commission; studies specific issues with the assistance of Caltrans staff or outside consultants as may be required; assists the Commission in the updating of individual modal policy or overall transportation policy, plans and directs the work of other support staff to the Commission.

### Minimum Qualifications

#### EITHER I

In the California state service, two years of administrative experience in transportation planning, financial management, or transportation environmental review with responsibilities for developing, identifying and recommending policy alternatives to executive, legislative, or administrative bodies performing duties of a class at a level not less than that of Supervising Transportation Planner.

#### OR II

In the California state service, two years of administrative experience in transportation planning, financial management or transportation environmental review with the California Transportation Commission in the class of Staff Services Manager II.

### OR III

Experience: Five years of broad, progressively responsible experience with a large governmental or commercial organization in transportation or land use and environmental management and planning, three years of which must have included substantial participation in formulating transportation goals, programs, policies and objectives. (Experience in State service applied toward this requirement must include at least two years performing duties of a class at a level not less than that of Supervising Transportation Planner.); and

Education: Equivalent to graduation from college preferably with major work in the areas of transportation, planning, economics, environmental studies, or other related fields. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

### Knowledge and Abilities

Knowledge of: Principles and methods of transportation systems management; fiscal and budgetary planning and control methods; computer systems management; transportation planning and urban and regional planning; environmental, air quality and energy conservation analysis; organization and policies of the Department of Transportation and of regional and local transportation planning organizations; transportation systems financing and allocation formulae; personnel management and supervision; planning and directing the work of others; Commission's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Plan, organize, and coordinate large-scale, highly sensitive studies; advise Commissioners of areas of potential policy conflicts; analyze difficult and complex transportation financial issues; develop and recommend practical and effective policies for addressing such issues; develop material and make recommendations on a variety of topics; maintain cooperative relations with representatives of governmental agencies, including high level administrators, legislators and their staffs, and others contacted during the course of the work; act as a spokesperson for the Commission in the absence of the Executive Director; plan and direct the work of others; speak and write effectively; effectively contribute to the Commission's affirmative action objectives.

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