

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	OFFICE/BRANCH/SECTION MAINTENANCE SUPPORT	
WORKING TITLE DISTRICT ADOPT-A-HIGHWAY COORDINATOR	POSITION NUMBER 907-601-5393-	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of a Senior Landscape Architect, the Associate Governmental Program Analyst is the District Adopt-A-Highway Coordinator and is the lead contact and specialist for the Caltrans Adopt-A-Highway program. The Adopt-A-Highway Coordinator deals directly with the public and various public officials, works with other district personnel, Caltrans Headquarters, appropriate external groups and agencies, Public Information Office, External Affairs, Governmental Affairs and Caltrans Management regarding the program. The incumbent will be required to be the subject matter expert for the program for both external and internal contacts. Incumbent must maintain a valid Class C California Driver License.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	The Adopt-A-Highway Coordinator provides input and suggestions for program improvement to the Headquarters Adopt a Highway Coordinator on Caltrans Adopt a Highway polices. Conducts permit analytical review and evaluation of applications in order to comply with Adopt A Highway rules and regulations. Maintains a good rapport with Encroachment Permits and follows through with permit process for an active permit. The incumbent will analyze all the applications, active permits and permits to be reissued or revised to meet Adopt A Highway guidelines. Conduct performance reviews of adoptees and maintain on-going contact with field maintenance employees to notify them of permit holder's work. The incumbent will analyze through the review of the renewal for the Adopt a Highway participants accordingly. Makes critical decisions regarding the required frequency of Adopt a Highway work at various project segments based on demand and input received, in order to maximize efficiency and effectiveness. Communicates daily with Adopters, Maintenance management, public and other divisions. Makes up Adopt a Highway information packets for mailing. Ensures inquiries are forwarded to appropriate field representatives within the specific areas of responsibilities. Maintains a close working relationship with the statewide Adopt a Highway coordinator and fellow district and statewide coordinators.
30%	E	The Adopt-A-Highway Coordinator represents the District for the Adopt program for State highways. Works with Information Technology Unit to update website and map showing available Adopt-A-Highway sites. The Coordinator serves as a point person for clean-up events, special projects with local agencies and non-profit organizations. The Coordinator promotes volunteers to participate in Keep California Beautiful, Inc. and California Coastal Commission functions, Adopt-A-Highway Volunteer of the Year award ceremonies, and other public participation events. Maintains and updates the waiting lists of highway sections currently adopted and those available for adoption. Maintains the District Adopt-A-Highway Database. Reviews and approves recognition content, and initiates work orders for same. Review and approve recognition panel content. Receives, reviews and processes permits for Adopt-a-Highway applications in Los Angeles and Ventura Counties. Sends reports to Headquarters and publishes Available Sites Lists to the public and Adopt-A-Highway service contractors. Issue Sign Work Requests to Sign Crews.
30%	E	Promote the Adopt-A-Highway Program by: providing ideas and input to the State Coordinator for advertisements, signs, etc.; representing the Program at fairs and community events; conducting meetings with the participants and instruct them in understanding the program, defining projects and securing technical advice from the District Landscape Architect, Landscape Specialist, or other Caltrans professionals. Provides information to Public Information Officer/External Affairs regarding

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the program. Participates in monthly teleconferences and annual Coordinator's conference for updates and changes to the program. Provides the statewide coordinator with monthly summaries of the district program activities. Provides reports and keeps manager and support staff apprised of program changes, problems and gives recommendations.

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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent is responsible to act in an advisory capacity for all matters relating to the Adopt-A-Highway program and will guide and train Caltrans Maintenance Area Superintendents, Caltrans Maintenance Supervisors, Caltrans Highway Maintenance Leadworkers and Caltrans Landscape Maintenance Leadworkers as to their roles and responsibilities in the program. The incumbent will also act as advisor to Caltrans District Management concerning the program.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Independently responsible for bringing complex and sensitive project decisions to acceptable conclusion or resolutions. Must have the ability to reason logically, possess initiative, sound judgment, diplomacy, and be proficient in verbal and written communication. Possess the ability to think and work independently with minimal supervision. Required to train groups of various levels of staff and the public in safety related matter of the Adopt a Highway program.

This position requires a high degree of expertise and ability to analyze varying situations in many areas dealing with interpreting laws and policies affecting the Adopt a Highway Program. Must have a good working knowledge of highway maintenance standards and Maintenance Manual Volume I and II and have a working knowledge of the Caltrans Maintenance Program field operations. Must have knowledge and understanding of the Caltrans Encroachment Permit Manual, the Adopt a Highway Policies and Procedures and Coordinator's Handbook. Must have knowledge of Chapter 23 (Adopt a Highway Program) of the California Code of Regulations.

Must have knowledge of modern office methods and equipment, including personal computers and be familiar with Excel, Word, Access, Power-Point, and Outlook software. Proficiency in creating and maintaining supportive spreadsheets and databases using current Maintenance Program standardized software is necessary.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Work is highly varied, complex, multidisciplinary and political in nature. The incumbent is responsible for Independent action and initiative in carrying out regularly assigned duties as well as completing assigned projects that have statewide program significance in accordance with existing regulations, policies, rules and guidelines. Errors may result in monetary loss to the State, substantial misunderstanding between the State and other agencies, breakdown in communication and loss of confidence and credibility with staff, other agencies and the public. Consequences of not gathering, processing and distributing important information could result in lawsuits, adverse public reaction, loss of credibility and inefficient operations within the Maintenance Program.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be required to field questions and inquiries from the public in person, by telephone and email, providing information, instructions and documents. Also, numerous requests come through elected officials and other agencies. Incumbent will be interacting with volunteer groups, organizations, businesses and Adopt-A-Highway service contractors.

The District Adopt-A-Highway Coordinator depends upon the cooperation and assistance of the entire Maintenance function and other essential units in the District and Headquarters. The incumbent is required to maintain continuous relationships with Maintenance Supervisors, Area Superintendents, Maintenance Managers, Permits Branch, Traffic Engineer, District Landscape Specialists, Caltrans management up to and including the District Director. Incumbent will interact and collaborate with other District Adopt-A-Highway Coordinators and various Headquarters Maintenance staff.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to lift, bend, kneel, reach, push, pull, walk, sit and stand for long periods of time. Must be able to work at a keyboard and focus on complex and tedious tasks for long periods of time.

Incumbent must possess good personal judgment, diplomacy, a high degree of reliability and ability to keep an even demeanor under pressure. Incumbent must be able to work alone or in a group environment.

WORK ENVIRONMENT

The incumbent will be working from a cubicle with personal computer workstation in a high-rise office building with artificial lighting and forced air and heat. The incumbent will also work outdoors in the field district-wide in various weather conditions to perform inspections requiring driving, exposure to traffic, walking up and down uneven and unpaved ground, bending and stooping. The incumbent will be required to wear and use mandated personal protective equipment (PPE) and follow all policies, procedures and safe working practices.

I have read, understand and can perform the duties listed above. (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 (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE