

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Rail Transportation Manager I	DISTRICT/DIVISION/OFFICE Division of Rail and Mass Transportation	
WORKING TITLE Intercity Rail Operations Support	POSITION NUMBER 900-075-3191-610	EFFECTIVE

As a valued member of the Caltrans team, you make it possible for the Department to develop a safe, sustainable, integrated and efficient transportation system to enhance California’s economy and livability by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the direction of the Chief, Office of Rail Planning and Operations Support, in the Division of Rail and Mass Transportation, the Rail Transportation Manager I (RTM I) has the responsibility for coordinating a variety of intercity rail activities with the Joint Powers Authorities (JPAs) that manage Amtrak operations contracts for intercity passenger rail and bus operations, marketing and public outreach on the three existing state supported corridors. The RTM I also is responsible for monitoring the JPAs to assure compliance with the Interagency Transfer Agreements that govern their responsibilities.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% E	Contract Administration Coordinate with the JPAs on their administration of the Amtrak train operation agreements including: develop contract language; insure consistency with PRIIA Section 209 requirements; coordinate with the JPAs and act as the State lead in contract negotiations with Amtrak; coordinate with JPAs to insure intercity rail passenger and feeder bus agreement meets the State’s statewide coordination and integration needs and requirements under the ITAs; oversee JPA contract management; develop Budget Change Proposals and Finance Letters to support Statewide intercity rail passenger and feeder bus funding. Act as liaison between Caltrans, JPAs and Amtrak for all issues related to statewide intercity train and bus operations.
20%	Service Evaluation Evaluate Statewide intercity rail passenger and feeder bus operations, including: service quality monitoring; customer assessments; revenue, ridership and performance assessment through monthly, quarterly, and annual reports; and conduct

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

PROPOSED

- E statistical analysis of revenue and performance trends. Evaluate JPA financial and ridership performance of bus and train routes and make recommendations regarding changes. Gather and analyze ridership, cost and revenue data to report on the schedule, fare and marketing efforts of the JPAs to maximize revenue and ridership on passenger routes and report to CalSTA on the corridor Uniform Performance Standards required under the ITAs.
- 20% **Contract Administration** Oversee the review of JPA and Caltrans invoices for contract payments to Amtrak, track and report the status of contract performance, project delivery and budget resources and reconciliation and, if necessary, work with external partners on corrective action plans. Develop communication plans with external partners, evaluate JPA marketing program goals and ensure that the objectives for state-supported rail and bus services are being met. Oversee public outreach in support of rail safety program, and oversee the implementation of internet-based rail program information including posting of announcements, passenger information and rail program documents.
- M
- 20% **Statewide Working Group and Coordination with External Agencies** Lead and participate in the Statewide Working Group for the coordination of intercity rail activities with the JPAs. Participate in reviewing service development concepts for new routes, frequencies and extensions for intercity rail passenger and feeder bus services. Meet with Amtrak, California High Speed Rail Authority (CHSRA), host freight railroads and other rail service operators to coordinate plans, schedules and facilities. Meet with local agencies to plan for implementation of the CHSRA system, facilitate and support improved station facilities, transit connections, and passenger amenities. Meet with intercity rail advisory groups, various external partners and Department management team to provide status reports and other rail program information as needed.
- E
- 10% **Supervisory Functions** Perform supervisory functions including, but not limited to: staff development; direct assignments; approval of travel and overtime; and budget development. The manager develops the unit's budget, selects and trains staff, organizes the work of the team, makes assignments, reviews the work of subordinates, evaluates performance, provides leadership, maintains a healthy work environment, reviews and approves requests related to personnel matters.
- E

SUPERVISION EXERCISED OVER OTHERS

The RTM I supervises a staff of Rail Transportation Associates and Transportation Planners. The RTM I develops the unit's budget, selects and trains staff, organizes the work of the team, makes assignments, reviews the work of subordinates, evaluates performance, provides leadership maintains a health work environment, and reviews and approves requests related to personnel matters.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must have the ability to apply railroad and contracting expertise to the work. This includes preparation and analysis of contracts, schedules, plans, proposals, perform cost/benefit analyses, safety evaluations for rail operations and marketing projects, data collection, evaluation, alternative analysis and selection, and recommending courses of action for the Division and the Department.

Knowledge of: basic principles and problems of freight and intercity passenger operations; current social, political, and economic trends and development related to intercity rail operations; principles and methods of consultation; principles and practices in the organization and administration of an intercity rail program. Familiarity with all applicable laws, rules and regulations of the railroads; and public relations principles and methods; principles and practices in the planning and development of an intercity passenger program. Administration of State and Federal funding to rail service;

Understanding of the principles of supervision and management of personnel, project management and the Department's health, safety and labor relations programs.

Ability to: perform all of the above, and identify the need for and provide creative solutions to resolve complex rail problems such as establishing and handling contract negotiations for passenger services.

Establish a spirit of cooperation and maintain effective working relationships with rail management and persons or agencies involved with or interested in rail programs.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent is responsible for guidelines and policies relating to the administration of statewide intercity train and bus operations and marketing. They must ensure that the Divisions' programmed projects are implemented in compliance with such policies. Decisions must be consistent with Caltrans policy and the authority vested in the position. Failure to ensure compliance with policies, granted authority and Caltrans plans and processes could result in State funds being expended without the accrual of the required benefits to the State. Contracts that are not developed and managed properly could result in additional unknown costs to the State through claims and legal actions. Failure to keep projects moving through the project development and delivery process could result in impact intercity rail passenger services.

PUBLIC AND INTERNAL CONTACTS

Has considerable contact with various government agency employees at local, state and federal levels; private industry representatives including railroad companies; general public and special interest groups.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Develop and maintain cooperative working relationships. Ensure employees are treated in a fair and equitable manner.

Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice.

