

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Manager I (Specialist)	OFFICE/BRANCH/SECTION Director's Office/Sustainability Program	
WORKING TITLE Sustainability Performance Monitoring & Communication	POSITION NUMBER 900-xxx-4724-xxx	EFFECTIVE DATE 08/1/2015

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:

The Sustainability Program, under the direction of the Assistant Director of Sustainability, is responsible for the State's transportation sustainability programs. This is a new program in the Department of Transportation (Caltrans) to implement the Global Warming Act (AB32, statutes of 2006) and sustainability in Caltrans.

Under the direction of the Sustainability Program Manager, a Staff Services Manager III, the incumbent is responsible for assisting in the implementation of new Sustainability Program strategies that support people, the planet, and prosperity. Primary tasks include: providing management with tools to assist them in evaluating implementation of sustainability strategies, assisting Sustainability Program task groups in their development of measurable strategies and plans to implement transportation system-wide sustainability policies; developing reports on sustainability implementation; working with transportation system sustainability program experts, including research groups, and federal, state, and local agencies to obtain the best performance documentation strategies and working with teams and management to incorporate that information into Department operations to further the program; acting as program budget officer, and assisting with change management strategies.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Assist with the implementation of the Department's first sustainability plan. Develop new metrics and review and communicate data by developing and maintaining tools that provide data visualization, dashboards, geospatial informational display and other technology and tools to document implementation of sustainability performance measures. Research the data for reports which provide management tools for monitoring and assessing the Department's progress in implementing the strategic plan. Guide teams to existing data which will help them document sustainability strategies. Act as lead or facilitate the development and conduct of sustainability studies, data and reports. Review, manage, and evaluate for reasonability sustainability performance data. Develop and maintain dashboards to report sustainability progress. Prepare, conduct, and oversee surveys to support the implementation of the sustainability goal and policy. Write papers, give training, and make presentations at meetings and conferences on sustainability data collection, management, interpretation, reporting, and presentation and related topics.
25% E	Provide consultation, advice, and support to the Assistant Director of Sustainability, the Sustainability Program Manager, and executive managers by articulating tools to management to manage in a different way, including data strategies, change management techniques, and software tools. Stay current with research and developments in transportation system sustainability and data gathering. Establish contacts to ensure the Department's data gathering and reporting works in concert with partner agencies delivering similar strategies to implement statewide sustainability. Assist in the implementation of performance measures to support the strategic management plan for asset management, including identifying user needs, coordinating data collection and reporting, and preparing recommendations for executive management to move asset management forward. Assist the Assistant Director of Sustainability and the sustainability Program Manager with recommendations to the Director, Agency, and the Governor's Office as required.
25% E	Responsible for Budget Change Proposal development to ensure the program is appropriately resourced for planned workload. Manage the unit's budget, including reviewing and tracking expenditures, providing reports to management, preparing projections, and working as primary

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contact with budget partners as necessary. Participate on cross-agency teams to review grant proposals using cap and trade funds, greenhouse gas reduction fund and other funding strategies that support sustainability. Develop information for contracts for the delivery of the sustainability plan with Deputy Directors, Headquarters Deputies, and Division Chiefs.

10% M Provide program information to Department management and external agencies as requested. Respond to requests for information, technical assistance and other duties as required.

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

May act as lead to volunteers and may provide guidance to teams working in or with the Sustainability Program.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires a working knowledge of Department's databases, data types collected, and software available to provide guidance to teams and management on measurability of sustainability strategies. Must have the ability to evaluate and test new technology to provide recommendations to management; to develop formats and present display data on websites, blogs, and dashboards; to consult with other divisions and outside agencies; the ability to present ideas orally and work with others as a team is required; and the ability to maintain confidentiality. Must have working knowledge of budgeting, contracting, and change management. Must have a working familiarity with Greenhouse Gas (GHG) reduction measurement methods provided by ARB and AB 32 requirements for reduction of GHG emissions and the Department's new Sustainability, Livability and Economy Goal and Sustainability Policy established in 2015. Must be able to give and receive general guidance with managers and staff in the organization and with the Sustainability Program and to exercise a latitude of independent action. Ability to present information orally and in writing. Be able to identify transportation sustainability needs and trends, as well as issues with operations and performance. Analytical skills are required to define dilemmas and propose solutions that can be implemented within the context of the Department's overall role.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The consequences of errors can be serious and far-reaching, affecting the Department, regional transportation planning agencies, other state agencies, federal and local partners. The incumbent is responsible for making recommendations and providing information on politically sensitive areas such as program performance, data collection and program reporting, metrics and public outreach regarding the implementation of the Sustainability Program.

PUBLIC AND INTERNAL CONTACTS

Internal--the incumbent has regular contact with the headquarters divisions and district employees. The incumbent has contact with management staff in the Director's Office, other divisions and districts.

External--The incumbent has contact with Federal Highway Administration, regional transportation agencies, metropolitan planning organizations, local transit agencies, California Transportation Commission staff, the State Air Resources Board, State Controller's Office, other state agencies and the California State Transportation Agency and Governor's Office.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the ability to work on a keyboard, manual dexterity, sitting for long periods, develop and maintain cooperative relationships and the ability to focus for long periods of time. Be able to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Must deal effectively with pressure, maintain focus and remain optimistic and persistent under adversity. Must be considerate and respond appropriately to the needs, feelings and capabilities of different people in different situations. Must remain alert in lengthy meetings to provide support to discussion flow, track content progress, and manage content outcomes. Be tactful and treat others with respect.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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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)

Melissa Thompson

SUPERVISOR (Signature)

DATE