

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF LEGISLATIVE AFFAIRS  
POSITION DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Staff Services Manager II	<b>DIVISION/OFFICE</b> D95 / Legislative Affairs	
<b>WORKING TITLE</b> State Legislative Liaison	<b>POSITION NUMBER</b> 900-095-4801-924	<b>EFFECTIVE</b> June 2014

**As a valued member of the Caltrans team, you make it possible for the department to improve the mobility across California 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 general direction of the Assistant Deputy Director Legislative Affairs, the incumbent in this position has full management, planning and supervisory responsibility for the State Liaison Office and is responsible for representing the Department's policies and positions before the Legislature, the Governor's Office, Agency, other State departments, and the Directorate. The position works independently to develop recommendations for the Governor's Office, often coordinating cross-functional task forces within the Department to identify impacts of pending legislation and develop appropriate strategies for securing passage or defeat of legislation. Typical tasks include but may not be limited to the following:

***TYPICAL DUTIES:***

Percentage	Job Description
Essential (E)	Marginal (M)

- 35% (E) The incumbent will directly supervise legislative staff within Headquarters and provides technical and functional guidance and direction to district counterparts. The incumbent will provide mentoring, leadership and guidance to staff, schedule work assignments, set priorities, and direct the workload of staff, making adjustments as necessary due to changing priorities. The incumbent establishes, communicates, assesses and evaluates job performance standards and expectations and policies and procedures. Prepares and oversees performance appraisals, probation reports, utilizes progressive discipline, and takes corrective action when work performance problems arise. Participates in selection interviews and hiring decisions, and provides access to legislative and general training, and provides guidance, as needed to develop staff.
- 35% (E) The incumbent resolves the most sensitive and complex legislative negotiations to ensure that proposed transportation legislation accurately reflects the Department's activities, policies, procedures, mission, vision and strategic goals. Formulates

strategies for securing passage of desired legislative objectives or preventing passage of undesired legislation having a statewide impact. Represents the Department's position on bills to the Department of Finance, Legislative Committee Consultants, the Legislature, lobbyists, and the public through verbal and written means and monitors legislative hearing and charts the progress of legislative bills.

The incumbent thoroughly reviews the most complex and sensitive legislative analyses to ensure that the issues accurately reflect the Department's activities, policies, procedures, mission, vision and strategic goals, and presents those recommendations to the Directorate, Agency, and Governor's Office. These responsibilities have a direct impact on the formulation of departmental policies, executive decision-making, program effectiveness, project delivery, and the quality of services provided to transportation stakeholders.

- 15% (E) Provides consultation to executive management on existing legislation and identifies new state or local transportation related legislation. Conducts critical reviews of complex and sensitive legislative proposals and makes recommendations to the Assistant Deputy Director and the Directorate on those proposals based on a strong understanding of the transportation issues facing the Department. Works closely with the Legislature to ensure passage of proposed legislation. Represents the Department at meetings with federal, state, regional and local agencies and the public concerning the scope of the Department's transportation programs.
- 10% (E) Coordinate the Department's state and local relations functions through relationships with state and local legislative committee staff and state and national transportation associations, including analysis and recommendations on pending state and local legislation. Coordinates departmental responses to inquires from state and local governmental agencies, elected officials, private organizations, and constituents regarding transportation related legislative issues.
- 5% (M) The incumbent may act during the absence of the Assistant Deputy Director, Legislative Affairs. Other duties as may be appropriate for a Staff Services Manager II.

### ***SUPERVISION EXERCISED OVER OTHERS***

The incumbent provides first line supervisory responsibilities over subordinate staff including an Associate Governmental Program Analyst, a Special Assistant, several Staff Service Manager I's and will be the lead over an Administrative Assistant and may provide direction and/or guidance to retired annuitants, student assistants and/or volunteers.

### ***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

The incumbent must have thorough knowledge and understanding of the formal and informal aspects of the legislative process. The incumbent must be sensitive to the political and personal needs of legislators regarding individual biases, constituents, and interest groups. The incumbent must be familiar with the political and sensitive legislative transportation issues facing the Administration, California State Transportation Agency, and the Department, and be knowledgeable of the principles, practices, and trends of public and business administration, and governmental functions and organization and the state and local level. The incumbent must have the ability to strategically and accurately convey Departmental legislative policies, practices and procedures to a broad audience. The incumbent must be able to independently analyze complex issues and make recommendations, generally to the Governor's Office, regarding recommended Administration positions on legislation.

The person in this position must have the ability to supervise and direct the workload of staff working to meet critical deadlines. The incumbent must ensure a productive and safe work environment, provide staff the necessary guidance and tools needed to perform their jobs, keep abreast of new policies and procedures that impact their assigned work, and encourage staff to improve processes, offer innovative solutions and take risks. The incumbent will hire qualified staff to provide timely delivery of services and/or products. The incumbent will train, develop, mentor and use objective criteria when dealing with performance, and/or operational issues. The incumbent must have knowledge of principles, practices, and trends of public and business administration.

The incumbent must have a thorough understanding of the Department's organizational structure and the relationships between various functions in Headquarters and the Districts and be knowledgeable of the Department's mission, goals, and programs. Knowledge of Caltrans' departmental policies, procedures, and financial constraints is required.

The incumbent must have the ability to effectively coordinate with various levels of management and staff, both in person and through written and oral communication. Must have the ability to develop and maintain effective working relationships and work cooperatively with others and to respond to inquiries from Caltrans management and internal and external customers in a timely and effective manner.

The incumbent must have the ability to communicate and effectively coordinate with staff at all levels within the Department, the Legislature, Agency, and Governor's Office, and other internal/external customers in a timely and effective manner., both orally and through written correspondence. The incumbent must have the ability to make oral presentation and competently represent the Department with internal and external stakeholders.

The incumbent must be able to independently analyze complex issues and make recommendations regarding recommended Administration positions on legislation. The incumbent must have strong critical analysis skills and must be able to guide ad hoc task forces consisting of staff at all levels

through complex, sensitive issues. The incumbent must be able to assimilate and evaluate input from various sources, develop alternative courses of action and make objective recommendations. The incumbent must be able to analyze changes in legislation and Department policy and develop policies and procedures to respond.

The incumbent must be able to operate under frequently urgent conditions and be able to demonstrate consistently sound judgment in matters relating to assessing priorities, interpreting complex information and preparing comprehensive written reports. Must be able to forecast probable events/outcomes and develop responses based on current factors and alternative actions. Must have the ability to develop and sustain trust of others; develop cooperative working relationships, reason logically and creatively; utilize a variety of analytical techniques to resolve complex governmental and legislative problems

The incumbent must have the ability to work with minimum direction and supervision, to initiate action independently, to handle multiple assignments simultaneously, to learn new tasks quickly with little or no formal training, and be responsive to customers and management policy.

The incumbent must be able to manage and resolve conflicts and disagreements in a positive and constructive manner to minimize negative impact and maintain a high level of professional integrity.

### ***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

The incumbent makes decisions and exercises judgment in advising the directorate, Agency, and the Governor's Office; and representing the Department in legislative hearings. Poor judgment or inadequate preparation in making recommendations and representing the Department could result in adverse legislative action (e.g., passage or failure of legislation); not recognizing the full impact of legislation; confusion regarding the Administration's position on a particular bill; or unnecessary conflict with an individual legislator; interest group; or other state department. Errors in judgment and decisions could lead to conflict with legislators, their constituents, or their staff and could leave the Department vulnerable to legislative scrutiny and criticism.

### ***PUBLIC AND INTERNAL CONTACTS***

The incumbent has frequent contact with legislators, legislative staff, committee consultants, other governmental agency representatives, California State Transportation Agency staff, the Governor's Office, and other state, regional, local and federal agencies, and other external stakeholders. The incumbent meets regularly with members of the directorate and program managers to convey information regarding legislative action or to resolve sensitive legislative issues. The incumbent must be able to represent the Department, with competence and integrity, at meetings on pending legislation. The incumbent must frequently work with legislative staff to resolve constituent concerns that must be resolved quickly and competently.

### ***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

The incumbent must exhibit professionalism and self-assurance in the middle of fast-paced and sometimes chaotic conditions. The incumbent must have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information. The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. Some walking is required.

Must be able to organize and prioritize large volumes of varied documents including confidential materials. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. Must have the ability to multi-task and be flexible, adapt to changing priorities, and complete tasks or projects with short notice. The incumbent must have the ability to sustain the mental acuity needed to effectively coordinate multiple assignments with concurrent due dates.

The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships and recognize emotionally charged and/or sensitive issues and problems and handle them effectively and appropriately. Employee must recognize and respond appropriately to difficult situations and priority issues arising within a dynamic work environment, and facilitate effective solutions. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The incumbent must be able to formulate effective strategies consistent with current business trends and develop new insights into situations and apply innovative solutions to make organizational improvements and be willing to initiate actions that involve deliberate risk to achieve a recognized benefit or advantage. The incumbent must be able to make oral presentations, facilitate meetings, lead workshops, and serve on quality teams.

This position requires the incumbent to be flexible and adaptable to changing policies, rules and regulations as it relates to legislation. The incumbent must be open to change and grasp the essence of new information and have the ability to adapt behavior and work methods in response to new information, changing conditions or unexpected obstacles.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. Values cultural diversity and other individual differences in the workforce and ensures that the organization builds on these differences and that all employees are treated fairly and equitably.

### ***WORK ENVIRONMENT***

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The work environment is fast-paced, busy and requires considerable

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flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful. The incumbent will be using a keyboard/mouse and video display monitor. Frequent walking trips to the Capitol and nearby offices are required. Some travel may be required, therefore, incumbent must be able to travel using a car or commercial transportation.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature & Date

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

\_\_\_\_\_  
Supervisor Name (please print)

\_\_\_\_\_  
Supervisor Signature & Date