EXEMPT

Caltrans strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857.

EXEMPT APPOINTMENT

DEPARTMENT: TRANSPORTATION

POSITION TITLE: DEPUTY DISTRICT DIRECTOR, EXTERNAL AFFAIRS

SALARY LEVEL: $8,961 - $9,983

LOCATION: DISTRICT 7 - LOS ANGELES AND VENTURA COUNTIES

FINAL FILING DATE: UNTIL FILLED

DUTIES/RESPONSIBILITIES

Under the direction of the Director/Chief Deputy District Director, the incumbent serves as the Deputy District Director, External Affairs. District 7 is one of the largest transportation districts in the Department and serves Los Angeles and Ventura Counties. The incumbent is responsible for Strategic Plan Development, Legislative Affairs, media and public activities; internal and external communications; Department Correspondence Tracking Systems; Small Business Enterprise; California Public Records Act guidelines and compliance; Graphic Services and Executive Office Support. This position provides support to the District Directors/Chief Deputy District Director on issues and policy matters of critical concern to the District.

Responsibilities include:

- Facilitation and development of District's Multi-Year Strategic Plan and Annual Business Plan.
- Oversees the development of the business strategies, program priorities, goals and objectives, and performance contracts.
- Represents the district in statewide planning sessions and task forces and provides input for the department strategic plan.
- Works with executive management to identify areas of concern where quality principles may offer solutions.

- Develops and maintains positive relations with local government agencies, elected officials, private organizations, and individuals in order to coordinate State transportation matters with local activities and communication/public relations plans.
- Ensures effective and timely communication between districts and the legislature, using of all district resources.
- Ensures all affected interests are aware of projects and that the appropriate level of communication takes place with each interested group, reducing project delays, political embarrassment, or vetoes.
- Represents the district in making decisions for the resolution of highly technical or politically sensitive problems, interagency, and public relations issues.
- Provides the media with timely transportation information (e.g., press release, radio and television appearances, internet presence, social media updates and graph services).
- Serves as a major focal point for the District Director's office during emergency operations and major incidents from relations with the media and elected officials.
- Works directly with the Legislature and legislative staff in promoting the State's transportation related goals, initiatives, and influencing policies with non-governmental organizations and other States' transportation agencies to develop and organize support for California's transportation initiatives.
- Responsible for community outreach activities and actively involves the community in project planning and development.
- Develops and implements district policies and procedures with Small Business Enterprise, and public records in the district.
- Responsible for developing special studies, analysis and/or investigations.
- Responsible for assignments that are of a sensitive nature requiring a high level of confidentially and may cross organizational boundaries.
- Provides direct first-line supervision to one Staff Services Manager II, two Staff Services Manager I's, and one Staff Service Analyst. Has full responsibility for the operation of the External Affairs Division and all of its employees.

KNOWLEDGE AND ABILITIES

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; Caltrans Equal Employment Opportunity (EEO) Program objectives; and a manager's role in the EEO Program.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze

complex problems and recommend effective courses of action; prepare and review reports.

These abilities and knowledge are expected to be obtained from broad administration or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

DESIRABLE QUALIFICATIONS

Candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

Experience in positions at the Staff Services Manager II level or higher that developed the following qualifications:

- Broad and comprehensive knowledge of the department's multi-modal transportation role and responsibilities and state and federal highway policies, guidelines, and standards.
- Knowledge in budget and contract development and administration.
- Must be familiar with federal and state regulations that apply to and impact the external affairs work of the Department and the Department's mission, goals, programs, and policies.
- Ability to supervise a multi-disciplinary professional staff; participate in public forums; represent the Department in external affairs matters; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Demonstrated ability and implement organizational improvements or innovations.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.
- Excellent oral and written communication skills.
- Demonstrated ability and experience clarifying and convincing presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the office (i.e., directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public, and professional groups).
- Demonstrated ability and experience planning, developing, and managing a large, complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rule, and policies.
- Demonstrated ability and experience providing new perspectives and/or developing and implementing new initiatives.

COMPENSATION AND BENEFITS

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System (PERS)
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of $50,000 basic plus $50,000 Accidental Death and Dismemberment
- 11 holidays plus two professional development days and one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan.

FILING INSTRUCTIONS

The Deputy District Director, External Affairs serves at the pleasure of the Governor and is an "Exempt" position; therefore all interested applicants must submit the online Governor's appointment application, at: http://gov.ca.gov/m_appointments.php.

All applications go directly to the Governor's office, not the Department of Transportation.

Questions regarding this application process should be directed to: Ashley McGuckin at (916) 227-7850.

California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.