

EMPLOYMENT OPPORTUNITY

1. RPA #	CTC 14-11
ANALYST'S INITIALS	SLJ
DATE	3/26/15

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Assistant Executive Director	POSITION NUMBER 696-004-5916-005	TENURE Permanent	TIME BASE Full Time	CBID M01
OFFICE OF California Transportation Commission	LOCATION OF POSITION (CITY or COUNTY) Sacramento		MONTHLY SALARY	
SEND APPLICATION TO: California Transportation Commission 1120 "N" Street, 2nd Floor, MS-52 Room 2221 Sacramento, CA 95814 Attention: Rosemary Mejia	REPORTING LOCATION OF POSITION 1120 N Street, Room 2221, Sacramento		\$7602	
	SHIFT AND WORKING HOURS Monday through Friday, Days off: Sat/Sun		TO	
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN		\$8633	
	PUBLIC PHONE NUMBER (916) 654-4245	PUBLIC PHONE NUMBER () -		
	SUPERVISED BY AND CLASS TITLE Susan Bransen – Chief Deputy Director		FILE BY 4/9/15	

SELECTION CRITERIA

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to DGS' employment list
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

DUTIES

The Assistant Executive Director, under the administrative direction of the Executive Director and the Chief Deputy Director, is responsible for developing and managing regional and statewide transportation planning guidance and policies; managing the approval of and providing support for innovative financing and procurement programs; advising the Commission on transportation funding and programming issues; representing the Commission in the legislative process and advising the Commission on its role as a CEQA responsible agency.

Serves as a member of the Policy Staff and participates in high level policy and planning decisions for the Commission. All duties are performed in accordance with State and Commission policies and procedures.

ESSENTIAL FUNCTIONS

State Multi-Modal Transportation Issues

- Ensure staff support to the Commission in prescribing study areas for analysis and evaluation by Caltrans and regional agencies and the development of guidelines for the preparation of regional transportation plans as authorized under California Government Code Section 14522.
- Initiate and develop new or revised policies relating to project planning and implementation, formulating the necessary policy statements, and presenting the proposed policies to the Commission for action.
- Work with California Department of Transportation (CalTrans) and regional agencies to ensure that regional transportation plan guidelines promote consistency through an integrated, statewide approach to the transportation planning process and set forth a uniform transportation planning framework throughout the state.

Transportation Finance

- Manage the development of program guidelines, setting forth the Commission's policy and expectations for the submittal, review and approval of public private partnership projects and other innovative financing and procurement proposals.

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION. ♦ IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE 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, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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ESSENTIAL FUNCTIONS CONTINUED...

- Manage the review and the development of program and project-specific recommendations to the Commission
- Oversee the procurement and management of financial and technical consultants, ensuring compliance with contract terms and conditions.
- Provide direction and oversee the consultant's independent evaluations and reports that become part of the Commission's work product.

Transportation Funding and Programming

- Develop policies and procedures for funding the state's multi-modal transportation system and for allocating funds to transportation projects.
- Identify means of assuring that all available funds are fully programmed, allocated, and expended so as to maximize the benefit returned for California's investment in its transportation programs.
- Monitor and interpret the status of project implementation working in cooperation with Caltrans and regional/local agencies.
- Ensure the timely and cost effective delivery of state transportation projects within the transportation programs for which the Commission is responsible
- Review complex project issues, delivery schedules and staff analysis to evaluate proposed project allocation requests to determine if the proposed delivery schedule, milestones, and costs are reasonable and achievable and to ensure the delivery of transportation projects is compliant with the requirements of state and federal statutes and Commission policies and guidelines.

Legislation & Coordination

- Evaluate the legislative needs of the Commission in order to take action on legislation and prepare legislation that the Commission may wish to submit and assist the Executive Director in finding a sponsor to the bill.
- Review legislative bills introduced in the Legislature, and select for analysis those bills which have an identifiable impact on the State transportation system, in particular, those which influence transportation funding, the development of California's Transportation Improvement Plan, the Commission's allocation of funds, and other matters shaped by Commission policies and actions.
- Identify policy issues and develop recommendations for the Commission in key policy areas that are conveyed to the Legislature for action.

Environmental Streamlining

- Advise the Commission, as a California Environment Quality Act (CEQA) Responsible Agency, on the environmental impacts of a project being considered for future funding.
- Identify environmental issues, recommend a course of action, and ensure the timely preparation of appropriate records of actions taken by the Commission.
- Consult with Federal, State, Local, and Regional Agencies to streamline the environmental process to ensure timely delivery of both critical and routine transportation improvement projects.

MARGINAL FUNCTIONS**OTHER FUNCTIONS**

- Serve as Commission liaison to a Modal Committee as appointed by the Commission.
- Represent the Commission at various meetings with Federal, State, Local government, special interest groups, legislative staff, non-profit organizations, private industry and other transportation stakeholders.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and methods of transportation systems management; fiscal and budgetary planning and control methods; computer systems management; transportation planning and urban and regional planning; environmental, air quality and energy conservation analysis, organization and policies of the Department of Transportation and of regional and local transportation planning organizations, and transportation systems financing and allocation formulae; personnel management and supervision; planning and directing the work of others; Commission's Equal Employment Opportunity (EEO) objectives; a manager's role in the EEO program and the processes available to meet EEO objectives.

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Ability to: Plan, organize and coordinate large-scale, highly sensitive studies, advise Commissioners of areas of potential policy conflicts; analyze difficult and complex transportation financial issues; develop and recommend practical and effective policies for addressing such issues; develop material and make recommendation on a variety of topics, maintain cooperative relations with representatives of governmental agencies including high level administrators, legislators and their staffs, and others contacted during the course of the work; act as a spokesperson for the Commission in the absence of the Executive Director; plan and direct the work of others; and speak and write effectively; effectively contribute to the Commission's EEO objectives.

DESIRABLE QUALIFICATIONS

Desirable candidates will have knowledge of: principles and methods of transportation systems management; transportation planning and urban and regional planning; environmental, air quality, and energy conservation analysis; transportation systems financing and allocation formulas; organization and policies of state transportation agencies; and regional and local transportation planning organizations.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Professional office environment, business dress, according to current policy.
- May require overtime on weekdays and/or weekends.
- Ability to handle stress and meet deadlines.
- Ability to travel by land and air to various locations throughout the State.