

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

A. GENERAL INFORMATION

1. Date

6/10/2026

2. Department

Transportation

3. Organizational Placement (Division/Branch/Office Name)

Transit and Rail Programs

4. CEA Position Title

Division Chief, Mass Transportation

5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

The proposed position leads Caltrans' Division of Mass Transportation, providing strategic direction, policy oversight, and executive leadership across transit programs. This role directly supports the Department's mission to "improve lives and communities through transportation" by advancing integrated, sustainable, and equitable mobility solutions across the state.

6. Reports to: (Class Title/Level)

Deputy Director of Transit & Rail Programs/CEA C

7. Relationship with Department Director (Select one)

- Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain): This position will have direct influence on transit and associated activities. This is a priority for the Department. This position will have frequent contact with the Transit and Rail Programs and the Planning and Modal Programs Deputy Director.

8. Organizational Level (Select one)

- 1st 2nd 3rd 4th 5th (mega departments only - 17,001+ allocated positions)

B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

Under the general direction of the Deputy Director for Transit and Rail Programs, the CEA (Division Chief of Mass Transportation) leads the newly reestablished Division of Mass Transportation, consolidating statewide transit functions previously housed in multiple divisions into a unified executive organization. The incumbent oversees the Offices of Transit Planning, Transit Grants & Contracts, and Project Development, Management & Delivery to ensure consistent, efficient, and compliant administration of statewide transit programs.

Directs and coordinates statewide transit programs by developing and implementing program-level policies, establishing statewide standards for transit planning, grants administration, and project development, and evaluating program performance to ensure compliance with state and federal requirements. Provides executive leadership for statewide transit planning, funding, and program delivery, ensuring alignment with the Director's Transit Policy and statutory mandates such as SB 960.

Serves as Caltrans' lead for transit program policy implementation, translating statewide direction into operational guidance for districts and transit agencies. Collaborates with the Division of Rail, Division of Data & Digital Services, and the Division of Transportation Planning to advance integrated transit planning, improve data consistency, and modernize statewide program practices.

Represents Caltrans on program-level transit matters with regional transportation planning agencies, local transit operators, and other statewide partners, ensuring consistent program execution, funding oversight, and technical assistance. Responds to district and agency inquiries related to program operations, grant administration, and statewide transit program requirements.

Manages the Division's staffing, budget, organizational structure, and performance measures. Ensures effective oversight of state and federal transit funding programs and leads continuous improvement efforts to streamline program delivery and support over 270 transit agencies statewide.

B. SUMMARY OF REQUEST (continued)

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- Program is directly related to department's primary mission and is critical to achieving the department's goals.
- Program is indirectly related to department's primary mission.
- Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: The mission of the Division of Mass Transportation is directly critical to Caltrans' overall mission of providing a safe, equitable, and sustainable multimodal transportation system. By consolidating statewide transit planning, grants administration, and project development functions into a single division, the program ensures consistent delivery of transit services and investments that are essential to achieving the Department's climate, equity, and mobility goals. The program supports major statewide initiatives - including implementation of the Director's Transit Policy, the Statewide Transit Plan, and SB 960 requirements - making transit an integral part of Caltrans' strategic direction and a core contributor to reducing greenhouse gas emissions, improving mobility options, and enhancing transportation access for Californians.

B. SUMMARY OF REQUEST (continued)

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

Caltrans' transit functions are currently dispersed across multiple divisions, resulting in duplicative efforts, siloed staff, and inconsistent oversight of related transit activities. Transit planning, grants administration, and project development do not report to the same CEA, creating gaps in coordination and limiting the Department's ability to deliver a unified statewide transit program. These structural issues were identified through recent organizational assessments and are a key reason for reestablishing the Division of Mass Transportation.

Statewide shifts in climate, equity, and mobility policy - along with new requirements such as the Director's Transit Policy, SB 960, and the development of the Statewide Transit Plan - have increased the need for cohesive program-level leadership. The growing complexity of statewide transit planning and the administration of federal and state transit funding programs require an executive to ensure consistent guidance, accountability, and alignment with statewide priorities.

Establishing this CEA consolidates previously fragmented transit functions under a single executive, ensuring integrated program direction, streamlined processes, and stronger support for district transit staff and the more than 270 transit agencies statewide. This change is essential for Caltrans to meet evolving state mandates and deliver a connected, user-centered transit system.

C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

Caltrans Transit Policy (DP-40) – Program Implementation Policies

Policy Example: Development of program-level implementation procedures for the Caltrans Transit Policy (DP-40), including requirements for integrating transit into corridor planning, project initiation documents, and Complete Streets reviews.

Statewide Impact: Ensures the statewide, consistent application of DP-40 so that transit needs are systematically considered in project development and planning across all districts.

TIRCP Program Delivery Policies

Policy Example: Establishment of program delivery policies that guide how Caltrans supports TIRCP-funded projects - including requirements for project readiness, reporting, risk mitigation, and alignment with forthcoming TIRCP guidelines for the next cycle.

Statewide Impact: Improves statewide delivery of TIRCP projects by ensuring coordinated support, consistent oversight requirements, and predictable expectations for regional and local agencies.

Low Carbon Transit Operations Program (LCTOP) Administration Policies

Policy Example: Development of statewide criteria, guidance, and compliance processes for LCTOP, including eligibility interpretation, zero-emission fleet considerations, and requirements for projects serving disadvantaged communities.

Statewide Impact: Ensures equitable distribution of LCTOP funds, strengthens alignment with climate mandates, and improves local agencies' ability to deliver emissions-reducing transit projects.

Statewide Transit Planning and District Coordination Policies

Policy Example: Development of policy direction for the Statewide Transit Plan and district transit plans, including requirements for data inputs, coordination expectations with regional partners, and integration with asset management and SB 960-related processes.

Statewide Impact: Creates a unified, statewide planning framework that strengthens regional coordination and improves integration of local and statewide transit priorities.

C. ROLE IN POLICY INFLUENCE (continued)

13. What is the CEA position's scope and nature of decision-making authority?

Under the direction of the Deputy Director, the CEA will serve as Caltrans' principal policy-maker for statewide transit programs and projects, with authority to set strategic direction, establish priorities, and approve policies that guide transit investments and operations across California. This role carries broad discretion to interpret and implement state and federal laws, allocate resources, and determine programmatic approaches for high-profile initiatives such as the State Transit Plan, Caltrans Transit Policy, and CalSTA-delegated grant programs (e.g., TIRCP, LCTOP). The CEA will possess full authority to make commitments on behalf of the Deputy Director and will represent and serve as the delegate for the Deputy Director as needed. Further, the CEA will represent the State on transit policy discussions on the national, state, and regional level. In this capacity, the CEA will serve as liaison to stakeholder agencies as needed.

Within the Department, the CEA responsibilities will include providing policy direction to Caltrans programs and staff at various organizational levels, assisting all Caltrans districts with strategic project development, as well as developing financial and staff resources within the Department to assist Caltrans partners as needed. The CEA will also facilitate the integration of transit into asset management practices

The CEA may also be responsible for completion of assignments and special projects from CalSTA on a wide range of politically sensitive transit-related issues with the review and approval of the Director and Chief Deputy Director.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

The CEA will both develop new program-level transit policies and interpret and implement existing statewide policy direction within the scope of the Division of Mass Transportation. This includes creating procedures, standards, and guidance for administering statewide transit funding programs; developing implementation tools for the Caltrans Transit Policy (DP-40); establishing requirements for district transit planning activities; and setting consistent expectations for transit project development and program compliance. The position is also responsible for interpreting state and federal requirements, translating them into clear operational direction for districts and transit agencies, and ensuring that policies are applied uniformly across the state. These efforts ensure that statewide transit goals, statutory mandates, and funding requirements are implemented consistently and effectively through Caltrans' transit programs.