

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

2018-04-11

2. Department

Department of Transportation

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

Executive Office

4. CEA Position Title

Senate Bill 1 (SB1) Program Manager

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

Under the general direction of the Director/Chief Deputy Director, the incumbent is responsible for the development and implementation of Senate Bill (SB) 1. The SB 1 Program Manager is responsible for establishing and maintaining SB 1 program guidance, policies, business process and procedures to support the successful development and delivery of SB 1 programs and SB 1 program compliance requirements. SB 1, the Road Recovery and Accountability Act of 2017, invests \$54 billion over the next decade to fix roads, freeways, and bridges in communities across California and puts more dollars towards transit and safety.

6. Reports to: (Class Title/Level)

Director / Exempt

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):

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.

The implementation of SB 1 will have a significant impact on Caltrans as a performance-driven organization. Therefore, the SB 1 Program Manager will actively participate in and shape Caltrans Strategic Management Plan updates through Executive Board participation and serve on relevant Goal Committees, including but not limited to, the development of Mission, Vision, Goals, and Strategic Objectives.

The SB 1 Program Manager is charged with oversight and coordination of all departmental activities related to SB 1 program. Developing departmental policies and the short and long term strategic direction for the development and implementation of the SB 1 program.

- Provides direction and strategic objectives for implementation of SB 1 programs between districts, programs/divisions, and with transportation stakeholders.
- Creates policies and procedures for the development, delivery and reporting of projects using SB 1 funds. Determines priorities for SB 1 competitive programs and works to resolve SB 1 project delivery and program challenges.
- Works with the California Transportation Commission and the Department of Finance to fulfill SB 1 mandated reporting requirements.
- Develops policies and procedures to ensure the proper integration and utilization of SB 1 funding with existing programs, such as the State Highway and Protection Program (SHOPP) and State Transportation Improvement Program (STIP).
- Responsible for the development and implementation of policies and procedures to monitor program delivery metrics and performance measures. Coordinates the collection of data for tracking SB 1 programs and projects and oversees the preparation of SB 1 reports.
- Responsible for reporting progress towards achieving SB 1 Performance Targets through the Asset Management Plan.
- Establishes and implements processes to ensure proper coordination with the various programs/divisions to secure SB 1 program resources during the development of the annual State budget.
- Serves as the Department's key point of contact on all SB 1 related topics. Responsible for communication and integration between programs / divisions and districts to ensure the Department is delivering a consistent and accurate message. Establishes and implements proactive communication strategies so internal and external transportation stakeholders are routinely informed of progress and issues.
- Designs and produces monitoring reports and methods to communicate status of various SB 1 programs to transportation stakeholders (Governor, Legislature, Agency, California Transportation Commission, media, other Departments, local agencies, internal and external stakeholders).
- Directs the design, development and maintenance of the SB 1 website.
- Works with the Department's subject matter experts to ensure that information presented to the public is consistent, accurate, and reliable.
- Acts in lead role in identifying and implementing \$100 million in required annual efficiencies by working directly with the Director/Chief Deputy Director and other Department Programs/Divisions.
- Advises the Director/Chief Deputy Director and other departmental managers on key SB 1 milestones, events and on changes to the policies, regulations, budgets, and legislation that impact SB 1 programs.

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 incumbent is responsible for developing policies, establishing priorities and setting direction for the management and administration of the SB 1 program. Incumbent will provide guidance and strategy for preparing recommendations on SB 1 related matters and decisions. Incumbent will provide expert advice to top management and advise the Director/Chief Deputy Director and other departmental managers on key events and changes to the policies, regulations, budgets, and legislation that impact SB 1 programs. •

As the SB 1 Program Manager, developing departmental policy and strategic direction for the development and implementation of the SB 1 program:

- o Develops policies and procedures to monitor program delivery metrics and performance measures. Coordinates the collection of data for tracking SB 1 programs and projects and oversees the preparation of SB 1 reports.
- o Develops policies and procedures to ensure proper coordination with the various programs/divisions to secure SB 1 program resources during the development of the annual State budget.
- o Provides oversight and program objectives for SB 1 program within the districts, divisions/programs and with transportation stakeholders.

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.

In April 2017, the California State Legislature approved Senate Bill 1 (SB 1) that provides \$52.4 billion over the next decade for both state and local investments on Road Maintenance and Rehabilitation programs to fix local street and road systems, repair aging bridges, reduce traffic congestion; improve goods movement, transit and rail travel, pedestrian / cyclist routes and safety. This will have a significant impact on California's transportation infrastructure. By 2027, Caltrans will repair / replace 17,000 miles of pavement, 55,000 culverts or drains, 7,700 signals, signs and sensors and 500 bridges.

The SB 1 manager serves as the Department's key point of contact responsible for coordinating departmental SB 1 related activities. Incumbent will build transportation partnerships and also communicates and coordinates implementation and development of SB1 programs with various Caltrans' Divisions, and other State, Regional and Local agencies.

Incumbent will develop and implement policies and procedures for the SB 1 program to ensure that all projects are implemented and that the Caltrans budget is appropriately used for specific projects, including directing appropriations and monitoring allocations, encumbrances, and expenditures. Incumbent will establish Program Level Action Plans that include the Department's goals, strategic objectives, strategies, and performance measures.

Incumbent will establish and implement proactive communication strategies so internal and external stakeholders are routinely informed of implementation progress and issues. Incumbent will design and produce monitoring reports and methods to communicate status of the various SB 1 program components to stakeholders (Governor, Legislature, Agency, media, other Departments, internal stakeholders).

Incumbent will advise the Director/Chief Deputy Director and other departmental managers on key events and on changes to the policies, regulations, budgets, and legislation that impacts SB 1 programs.

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.

SB 1 implementation will have significant statewide impact on California's transportation Infrastructure. Through implementing SB 1, Caltrans will repair / replace 17,000 miles of pavement, 55,000 culverts or drains, 7,700 signals, signs and sensors and 500 bridges. With this in mind, the incumbent:

- Develops and implements policies and procedures for the SB 1 program to ensure that all projects are implemented and that the funds are appropriately used for specific projects including directing appropriations and monitoring allocations, encumbrances, and expenditures.
- Develops the short and long term strategic direction for the development and implementation of the SB1 program.
- Develops policies and procedures to provide information on the status of projects. Coordinates efforts with the Department of Finance; California Air Resources Board; and State Controllers Office.
- Develops policies and procedures to monitor and track overall program delivery, including tracking individual project progress to ensure full program delivery.
- The SB 1 Program Manager will make major policy decisions on behalf of Caltrans for the state of California by identifying \$100 million in annual efficiencies. SB 1 requires Caltrans to identify \$100 million annually in efficiencies through improving or streamlining business processes. The SB 1 Program Manager would lead Caltrans' efforts to identify these efficiencies and develop the requisite reports and documentation and present and defend this information to the Legislature, the CTC, and other politically sensitive entities.
- The Caltrans SB 1 Program Manager's role is required by SB 1 accountability guidelines to set statewide policy in order to provide direct oversight of the SB 1 funding flow to locally sponsored projects. The SB 1 Program Manager will coordinate Caltrans' oversight of all SB 1 local projects and develop policies, processes and procedures regarding this oversight. The incumbent is expected to regularly interact with local officials, local and regional agency staff and external stakeholder groups (e.g., California Association of Councils of Governments (CALCOG)) and receive feedback on SB 1 implementation policies, processes and procedures and possibly broader CTC guidelines as well; serve as a liaison between local governments and CTC where local stakeholders recommend changes to CTC guidelines, and periodically present to CTC.
- The SB 1 Program Manager determines departmental strategic objectives related to SB 1's Solutions for Congested Corridors Program (SCCP) and Trade Corridor Enhancement Program (TCEP), develops policy for the identification of corridor enhancement projects, establishment of communication networks and partnerships with regional/local stakeholders, and development of internal measurables for evaluating project consistency with departmental and program objectives.
- The SB 1 Program Manager develops new statewide policies and procedures to ensure the proper integration and utilization of SB 1 funding with existing programs, such as the State Highway and Protection Program (SHOPP) and State Transportation Improvement program. The SHOPP program is one of Caltrans major funding programs to build and maintain the California infrastructure and programs approximately \$1.5 billion annually to improve the condition of the State Highway System, and \$400 million annually for bridges and culverts. The SB 1 Program Manager will set policy regarding the priority and schedule of major SHOPP projects to ensure that projects aligning with the Governor's SB1 goals are prioritized and delivered. Through this policy setting, the SB 1 Program Manager will also have a positive impact on the State's economy.
- Implementation of Senate Bill 1 (SB 1) is one of the highest priorities and risk for Caltrans, as identified in our Audit Plan and Statewide Leadership Accountability Risk Assessment. SB 1 requires Caltrans to meet five performance outcomes over a ten-year time period. The SB 1 Program manager will set specific statewide policies to ensure successful attainment of the five performance outcomes:
 1. Not less than 98 percent of pavement in good or fair condition
 2. Not less than 90 percent level of service achieved for maintenance of potholes, spalls, and cracks
 3. Not less than 90 percent of culverts in good or fair condition
 4. Not less than 90 percent of transportation management system units in good condition
 5. Fix not less than an additional 500 bridges.

C. ROLE IN POLICY INFLUENCE (continued)

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

The CEA will have broad authority, policy-making and implementation duties related to California's transportation infrastructure:

- Responsibility to evaluate all significant decisions under the SB 1 Program, assessing developments to determine possible policymaker, stakeholder, general public, and media interest, and proactively developing communication strategies to ensure concise and accurate information is available.
- Leading the organization's strategic communication regarding SB 1, ensuring that communication plans and content meet the organization's standards for quality, accuracy, consistency and effectiveness to reflect professionalism and responsiveness to SB 1 requirements at Caltrans.
- Overseeing the continued development and maintenance of SB 1 initiatives, including compliance with legislatively mandated requirements.
- Providing counsel and direction to the organization when responding to inquiries about SB 1 Projects. The incumbent ensures that communication is centrally managed and that stakeholders receive accurate and timely information.
- Formulates, maintains and oversees the Caltrans SB 1 Program's communication policy to ensure information is disseminated to stakeholders timely, accurately and consistently with the organization's values and objectives on a range of relevant issues. This includes oversight of related speaking engagements, media interviews, all-employee communication and social media engagement.

Independently develops SB 1 implementation policies and direct processes and procedures that will drive staff time and state resources throughout the entire Department. The incumbent will likely provide regular updates to the Caltrans Executive Board on SB 1 implementation, and when necessary, identify and drive significant resource and policy issues for Executive Board discussion and decisions.

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

SB1 augments existing programs but also creates new requirements and programs. The position will need to develop new policies and interpret existing policies as the program evolves. This will be accomplished through coordinating with existing programs such as the State Highway Operations and Protection Program and State Transportation Improvement Program, to ensure proper integration and utilization of SB 1 funds.

Consequently, the SB 1 Program Manager will independently develop SB 1 implementation policies and direct processes and procedures that will drive staff time and state resources throughout the entire Department. The incumbent will likely provide regular updates to the Caltrans Executive Board on SB 1 implementation, and when necessary, identify and drive significant resource and policy issues for Executive Board discussion and decisions.