

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

7/1/2016

2. Department

California Department of Transportation (Caltrans)

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

District 7/Sustainability

4. CEA Position Title

Deputy District Director, Sustainability

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

This position will be developing policy relating to to implementation of the Global Warming Act (AB32, statutes of 2006) and sustainability efforts in Caltrans in addition to making long-lasting, smart mobility decisions that improve the environment, support a vibrant economy, and build communities, not sprawl.

This position will influence policy in areas like; The Clean Water Act, Road Diets (Roadway Reconfiguration), Freight movement and port operations, reclaimed water use, energy consumption efficiencies, transportation facility improvements, Active Transportation Planning (Senate Bill 99, Chapter 359 and Assembly Bill 101, Chapter 354) and Complete Streets directives (DD-64-R2).

6. Reports to: (Class Title/Level)

Career Executive Appointment "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): Member of District Executive Management Team

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 direction of the District Director the CEA will lead District 7's development, implementation, and monitoring of the Sustainability Program to facilitate modernization for Caltrans' future. Primary tasks include: developing District policies, guidelines, best practices, performance measures, and action plans to further Caltrans goals, strategic objectives, and strategies, applicable to sustainability and innovation. The incumbent will represent Caltrans' sustainability program interests in meetings with internal management and consult with sustainability program experts to obtain the best subject information and ensure its effective distribution; manage program and loaned staff and volunteers to implement the program.

District Lead in developing and managing the communication of policy, directives, action plans, and strategies for implementation of sustainability to modernize the District in alignment with Department wide goals and strategies. Lead and develop the District's first sustainability plan including a framework to integrate social, economic, and environmental decision-making; integration of sustainability policy in the District; engagement of partners, stakeholders, and public awareness and strategies to adopt sustainability and increase its relevance in employees' work activities; and transparent sustainable communication, education and training. Advise on the development and implementation of sustainability communications, to include, but not limited to, oral presentations, website, blog and newsletter formats.

District Lead in developing and managing the District 7 Sustainability Program & Innovation Project Delivery financial plan. Lead and manage the implementation of the Department's first sustainability goal in District 7. Promote, advise and provide guidance and information to District staff to affect culture change and achieve the Department's new sustainability goal in the Caltrans Strategic Management Plan. Promote, advise and provide guidance to District teams as they incorporate sustainability as a core objective in their work goals and products and develop new measurements and performance goals to chart their progress. District lead and develop district strategic sustainability communication plan, including communication of national data and emerging research and technology. Lead and manage the communication and distribution of sustainability studies and reports, including sustainability progress data, to drive implementation. Direct the development and maintenance of communications, including but not limited to, website, blog, and newsletter formats.

Provide training, consultation, advice, and support on sustainability to the District Director and executive managers. Write reports and prepare presentations regarding the District sustainability program. Manage the development of District policies, guidelines and proposals and recommend sustainable strategies with a cross-functional program perspective. Establish, build and strengthen relationships and communication with Sustainability Program Managers internally and externally including, federal, state, local, tribal, and private sector sustainability implementors. Represent Caltrans District 7, as needed, on sustainability issues at inter-or intra-departmental and public or private meetings and hearings.

Develop staffing plan to support the District 7 Sustainability and Innovation Programs. Manage resources and budget allocation for the District 7 Sustainability and Innovation Programs. Plans, organizes, and directs the activities surrounding Sustainability and Innovation. Provides policy and administrative direction to in the District with regards to sustainability and innovation. Participates in the formulation of district goals, policies, and long range plans relative to all functional areas. Recommends and implements policies, formulates work plan, directs and adopts district specific measurement standards, and evaluates the effectiveness of sustainability in terms of measured achievements.

Represent the District Director as required. Lead the application of sustainability principles by making efficient, risk-based, balanced decisions through the use of best practices; build relationships and formulate policies with external partners and industry to achieve preservation and prosperity.

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: Establishing this new position at a high management and policy development level will support the Department of Transportation (Caltrans) sustainability vision and goals. The leadership of this position must be able to “make long-lasting, smart mobility decisions that improve the environment, support a vibrant economy, and build communities, not sprawl.” Establishing this position at the Career Executive Appointment (CEA) level will support policy development as the Los Angeles Region models the cutting edge on sustainability and goods movement and will enable the District engagement in the regions efforts to respond to complex and challenging sustainability initiatives. This position is being created to respond to legislation, regulation and policy related to Climate Change and to serve as a central hub for coordination of Energy Efficiency, Conservation and Sustainability Programs within the District, its facilities and the region. The District 7 Sustainability Program Manager will define policy, provide oversight and communicate with The Caltrans Sustainability Program Assistant Director, internal and external stakeholders with regional and statewide decision making responsibilities.

Policy that this position creates will directly influence and foster a sustainability culture committed to promoting the planet, people, and prosperity and to support California's sustainability goals. This position will lead the application of sustainability principles by making efficient, risk-based, balanced decisions through the use of best practices. Establishing this position at the Deputy District Director level is important to the success of Caltrans and District 7. This position must be established at a level that can influence cross-functional decision making with Internal Programs and External Partners to achieve preservation and prosperity. Establishing the position at the CEA level is an appropriate leadership level to enable relevant qualified recruitment and retention in District 7.

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.

The Global Warming Act (AB32, statutes of 2006) requires in law a sharp reduction of greenhouse gas (GHG) emissions. In addition, Caltrans has taken on a number of new duties and responsibilities as part of state government's growing effort to become greener and more environmentally friendly using energy efficiencies and reducing water consumption. The responsibilities are outlined in Directors Policy on Sustainability (DP-33) established July 2015. Current staffing and authority is not sufficient to complete the duties assigned to Caltrans District 7.

Caltrans plays a significant role in the development of policy that will impact the positive effects of this legislation. This position will develop and lead a focused vision and develop projects that support the Caltrans Sustainability, Livability and Economy Goal to make long-lasting, smart mobility decisions including freight mobility and Active Transportation concepts that improve the environment, support a vibrant economy, and build communities, not sprawl.

This new position will be directly involved in the development and policy and procedures that will influence and drive the economics and Global Warming solutions in the Los Angeles region. To be successful, this position will be influencing the Planning, Operations, Maintenance and Capital Outlay programs to include sustainability concepts in the programming and project development process. This new position would be an executive-level administrator responsible both for Caltrans' implementation of the governor's climate change executive orders and hold an oversight and policy development role. New responsibilities now held by Caltrans, and which this role would be responsible for, include:

- Ensure collaboration with the Assistant Director for Sustainability and the Sustainability Program;
- Ensure collaboration and sharing information and experiences with other governmental agencies, private industry, academia and public organizations about the Sustainability Program policies and programs that have effectively reduced greenhouse gas emissions and strengthened climate change mitigation and adaptation efforts, as well as efforts that have protected and enhance human health and the environment;
- Incorporate sustainability principles when developing and implementing integrated multimodal transportation plans, programs, and projects, and use project performance to measure success, in project planning through post-construction.
- Sharing policy design and providing capacity building strategies across to implement sustainability guidance, policy, practices and communication and ensure that planning, project delivery, maintenance, operations and administration of activities that support a safe, sustainable, efficient and integrated transportation system for all of California. Provide technical technical support to develop and implement climate change policies, including: zero-net energy buildings, environmentally preferable purchasing, zero- emission vehicle technologies, sustainable transportation, reclaimed water, re-purposed materials and more;
- Enhance communications and partnership with stakeholders to achieve mutual sustainability goals that integrate with partners beyond transportation. Inviting the other state departments to participate and comment on program and policy design and rule making processes;
- Policy and program alignment across departments for mutual environmental and economic benefit;
- Cooperative research, development, and deployment of projects across executive branch projects on clean, energy efficient and/or low carbon technologies;
- Holding joint organization of symposia, seminars, workshops, exhibitions, and training;
- Develop a District Sustainability Program with identified prioritized projects and financial plans.

Unlike the previous largely internal role of the Caltrans sustainability office, it is now necessary to establish and maintain cooperative working relationships with Federal, State and local government agencies, and within Caltrans to ensure coordinated sustainability decisions.

This position operates in a highly visible capacity and must be prepared to explain and defend the short and long-term strategic goals and objectives, as well as policies and practices of Caltrans, the California State Transportation Agency (CalSTA), and the Governor's Office.

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.

Going forward, the CEA described in the document would serve as the principle policy maker in the following areas:

- **People:** Enhancing social equity for Californians across present and future generations by using best practices that improve and support long-term community livability, health, safety, quality of life, mobility choice, accessibility to all modes of transportation and that create transportation corridors not only for conveyance of people, goods, and services, but also as livable public spaces.

This position will develop and influence policy in the Los Angeles region regarding Chapter 728, Statutes of 2008 (SB 375) Communities and Climate Protection Act requiring sustainable community strategies to integrate land use and transportation planning in regional transportation plans.

- **Planet:** Protecting the environment and making practical transportation decisions that preserve or improve ecological health and resiliency while complying with legal mandates and reduce environmental impacts from the transportation system with emphasis on supporting statewide reduction of greenhouse gas emissions, The Clean Water Act and water use efficiencies.

This position will develop and influence policy in the Los Angeles region regarding Chapter 488, Statutes of 2006 (AB32) Global Warming Solutions Act and California's Climate Change Scoping Plan requiring statewide reductions in greenhouse gas (GHG) emissions and Chapter 585, Statutes of 2009 (SB 391) California Transportation Plan updates requiring the plan to address GHG emission reductions to 1990 levels by 2020 and 80% reduction of 1990 levels by 2050.

- **Prosperity:** Enhancing California's economy involves management and public accountability of transportation asset investments and life-cycle costs to support statewide goals, provide integrated transportation services and promote economic vitality of local communities through a resilient and integrated transportation system.

This position will develop and influence policy in the Los Angeles region regarding freight and goods movement corridors and the development of a robust regional Active Transportation Program. This position will develop and influence policy in the Los Angeles region regarding Chapter 386, Statutes of 2013 (SB 743) California Environmental Quality Act guideline updates furthering the development of a multimodal transportation system to provide an alternative for evaluating transportation impacts to promote reductions in GHG emissions and diversity of land uses.

- **Partnerships:** Fostering effective partnerships with governmental entities, the public, tribal governments, and stakeholders that are essential to statewide sustainability and to improve system integration with partners beyond transportation to achieve statewide goals. These entities include: The Federal Highway Administration (FHWA); the nation's largest metropolitan planning organization, Southern California Association of Governments (SCAG); 2 Regional Planning Authorities, Los Angeles County Metropolitan Transportation Authority (LA Metro) and Ventura County Transportation Commission (VCTC); Los Angeles World Airports (LAWA), LAWA owns and operates Los Angeles International (LAX), Ontario International, Van Nuys, and Palmdale Airports; Ports of Los Angeles, Long Beach and Hueneme; High Speed Rail Authority; Los Angeles Sustainability Coalition; numerous water purveyors; 10 Council of Governments (COG); and 98 cities to name a few.

- **Innovation:** Strategic innovation that adopts new technologies, practices, and research findings and continually evaluates and refines guidance, tools, policies, and processes essential to meet evolving sustainability challenges.

This position will foster and influence an environment that actively promotes innovation in the areas of transportation system performance, maintenance and project development, energy and water use initiatives that support the challenges of global warming and climate change in the Los Angeles Region.

C. ROLE IN POLICY INFLUENCE (continued)

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

This position will have broad authority, policy-making and implementation duties related to California's sustainability initiatives, Caltrans sustainability Policy and goals and other State and regional efforts to combat climate change and build Sustainable communities. It will work with high-level stakeholders (Legislators, Mayor's, Federal, City, County, State department-level senior staff and private sector stakeholders) to actualize/roll out projects throughout the Los Angeles Region. It will be an executive-level administrator with authority and responsibility for Caltrans District 7 implementation of the governor's climate change executive orders and hold an oversight and policy development role in the southern California region. Key policy influencing duties include: authority to ensure resources are allocated in ensuring policies are implemented on state building energy use, water conservation, and zero emission vehicles, play a significant role in decision-making and authority to monitor and enforce compliance of sustainability operational policies; possess the authority to enlarge or narrow how individual sustainability policies are applied.

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

This position will do both.

This CEA will interpret and implement existing policy in the formulation of projects that deliver on sustainability principles. In addition, this position will be developing and implementing new policy because sustainability is a forward looking goal and vision that must be flexible and adapt to changing technology, system improvements and new demands and initiatives.

California has a long history of studying the potential impacts of climate change on the state's natural resources and economy. This position would be responsible for overseeing policies set forth both under the prior administration as well as the current administration. Additionally, will develop and implement new policies and procedures that mitigate climate change and global warming within state transportation resources.