

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

2026-08-12

2. Department

Department of Transportation

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

District / Maintenance

4. CEA Position Title

Assistant Deputy District Director, Field Maintenance

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 Caltrans Bay Area, District 4 Deputy District Director of Maintenance (DDDM) the incumbent serves as the Assistant Deputy District Director, Field Maintenance. The incumbent is responsible for leadership, guidance, management, policy development and support for all Field Regions and Offices within the Caltrans Bay Area Maintenance Division - consisting of Office of Maintenance Support, Toll Bridge Region, Structural Steel Paint Region, Specialty Region, North Bay Region, East Bay/Delta Region, and Southwest Region.

6. Reports to: (Class Title/Level)

Deputy District Director, Maintenance, CEA B

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*): The incumbent will frequently participate internally and with program counterparts in Headquarters and other Districts to develop and implement departmental policy.

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.

Incumbent is responsible to provide assistance to the Deputy District Director of Maintenance with implementation of policies and coordination of all phases - in the District's maintenance operations activities pertaining to the existing highway system in all areas of safety, preservation, repair and maintenance; and provide guidance and direction to field maintenance regarding projects such as litter abatement, vegetation management, bridge maintenance, pavement preservation, traffic guidance systems upkeep (guardrail, striping, signing and markings), electrical asset maintenance, tunnel and mechanical system maintenance by enhancing the worker safety, maintainability, and lower life cycle costs of the existing highway system. Incumbent is responsible to create, manage and monitor levels of service and forecasted workplans; development of field projects based on empirical field practices and processes in support of emerging demands of engagement/equity within field maintenance. Incumbent is responsible to perform field reviews and work with a District Office and Field Maintenance Office environment.

The incumbent is responsible to provide leadership and guidance to the Field Maintenance Regions, Managers, and Offices; oversees and reviews Maintenance projects for the Field Maintenance Top 10 Program and Senate Bill (SB) 1 programs, ensuring that appropriate projects are identified, prioritized according to need, initiated and funded so as to utilize total State Highway Operation and Protection Program (SHOPP), SB1 and other dollars allocated to the District. Incumbent is responsible to oversee Governor sponsored programs and monitor Customer Service Requests (CSR), closure and workload – work with internal programs to ensure CSR's are closed out to ensure date compliance.

Incumbent is responsible to collaborate with the Maintenance Engineering Principal to develop sustainable procedures, provide guidance, oversee and maintain the Intelligent Transportation System (ITS) field element health and balance the field efforts with programmed ITS projects; oversee and provide input for the Geographic Information System Mapping teams to develop data management tools to improve processes within the Caltrans Bay Area; provide input in the incorporation of the district's assets into the asset management tool, managed by the District Asset Manager.

The incumbent is responsible to assist in the development and implementing policies and procedures to ensure consistency and efficiency in field maintenance activities, operations, training, and compliance. Incumbent is responsible to ensure field maintenance focus is on the Caltrans and District Strategic Plan.

The incumbent is responsible to provide oversight and guidance to the personnel services and operating expenses across multiple programs and funding sources; estimates and develops workload standards, allocation and resource needs. Collaborate with District Resource Manager for forecasting, allocations and expenditures. Responsible to lead, supervise, direct, and manage the office of various professional and technical staff. Develop work plans and evaluate the performance to determine if the Division is on track to meet targets set. Promote cost control and efficiency strategies, set specific goals, and quantifiable accomplishments and direct maintenance activities designed to prevent increase in costs.

The incumbent is responsible to consult with Headquarters staff, Principal Engineers, Supervising Engineers, Region Managers and the Deputy District Director of Maintenance (DDDM) on difficult technical, budget or administrative matters; responsible for directing resolution of highly technical and/or politically sensitive issues impacting assigned maintenance projects. Incumbent is responsible to provide leadership, guidance to the TMC and DCC management team and ensure the functionality and customer service is being provided to internal and external customers. Incumbent is responsible to provide the DDDM with monthly/quarterly executive summary on forecasting, strategic planning, level of service, workload metric, staffing levels, etc.

The incumbent is responsible to support the manager leading in the Emergency Operations Center. The incumbent is responsible to act as the Terrorist Liaison Officer and the development of a District-wide committee to focus on the efforts. Incumbent is responsible to attend District Safety related meetings and ensure safety is top priority in the field and safety measures are adhered to.

The incumbent is responsible to represent the Department in meetings with state, regional and local + agencies concerning the scope and content of the Division's maintenance program; collaborate with internal and external customers.

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: As a whole, the Maintenance program is the largest program in Caltrans and is responsible for the maintenance of state highway pavement, bridges, etc. The program is vital to the sustainability of California's Transportation System. Working in collaboration with the public, partner agencies, elected officials and other stakeholders, this position will help ensure that sustainable transportation decisions are made that ensure long-lasting infrastructure in District 4. This position is responsible for supporting the Emergency Operations Manager for District 4 and will also play a vital role in ensuring that safety is top priority in the field and that safety measures are adhered to.

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.

District 4's operational environment has undergone significant change, driven by a rapidly expanding inventory of complex transportation assets, increased expectations tied to SB 1 performance, and heightened political and economic sensitivity around sustaining essential field maintenance functions. With responsibility for more than 1,000 employees and some of the most heavily traveled and politically visible corridors in the state, the District faces unprecedented demands on its ability to plan, deliver, and maintain the State Highway System at a level that meets evolving statewide priorities and legislative commitments. Recent Federal Laws (Congressional Infrastructure Investment and Jobs Act (IIJA)), Governors Executive Orders and Action Plans (California Wildfire and Forest Resilience, Climate Action Plan for Transportation Infrastructure (CAPTI)), Senate Bills (SB 743 Vehicle Miles Traveled reduction), External/ Regulatory agencies guidance/directives/policy changes, as well as, Caltrans Policies (DP 37 Complete Streets Policy/DP 36 Road Safety (Safe Systems Approach)) have increased the business demands. At the same time, the Bay Area's high cost of living continues to challenge District 4's ability to recruit, retain, and develop the field maintenance workforce needed to carry out Caltrans' Mission, Vision, and Goals, a concern echoed in recent discussions regarding Maintenance leadership capacity and succession planning.

These shifts have created a critical need for a dedicated executive-level position to support the Deputy District Director of Maintenance (DDDM) in overseeing Field Maintenance and associated strategic functions. Establishing a CEA Range A as an Assistant DDDM will strengthen the District's ability to provide consistent policy leadership, improve operational practices, and enhance long-range planning across all field-based programs. Centralizing this executive oversight is essential to improving safety culture, standardizing procedures, and ensuring accountable and data-driven decision-making, particularly as Maintenance integrates IMMS, Asset Management, Climate Action Plan for Transportation Infrastructure (CAPTI) directives, Complete Streets practices, ITS deployments, and equity-driven strategies into daily operations.

Furthermore, the increasing complexity of system needs, statewide performance reporting requirements, and the heightened focus on workforce development justify this new CEA role as a necessary investment in organizational stability and resilience. District 4 must build and sustain a robust development pipeline for its large Maintenance workforce to prevent ongoing talent loss and support upward mobility across classifications. Without this position, the District risks diminished capacity to meet delivery expectations, weakened alignment with statewide mandates, reduced ability to partner effectively with local and regional stakeholders, and potential exposure to funding, performance, and credibility impacts.

In summary, the scale of District 4's maintenance responsibilities, the emerging operational and policy demands placed on the program, and the need for stronger leadership capacity within Field Maintenance clearly demonstrate why the creation of a new CEA A position is both necessary and strategically justified at this time.

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.

The proposed CEA will serve as the primary policy maker for several major Maintenance program areas driven by federal and state legislation, executive direction, and emerging mandates. Examples include:

1. SB 1 Accountability, Asset Management, and System Performance Policy: The CEA will create and implement district-level policy frameworks to meet SB 1 performance, reporting, and accountability requirements. This includes interpreting statewide asset management directives into policy for Field Maintenance, such as establishing criteria for prioritizing asset interventions, ensuring alignment with Life-Cycle Planning expectations, and integrating LOS and IMMS outputs into funding and operational decisions. These policies directly affect statewide performance reporting and determine how SB 1 dollars are used, influencing California's ability to meet federally monitored performance commitments.

Impact: Consistent, compliant implementation of SB 1 ensures continued receipt of state gas tax revenue, maintains system reliability, and protects Caltrans' credibility in meeting legislative expectations.

2. Climate Action, Resiliency, and Infrastructure Adaptation Policy (CAPTI-aligned): The CEA will develop district wide policy for integrating climate adaptation, resiliency, and complete streets directives into Field Maintenance practices. This includes establishing policy priorities for vegetation management, storm-damage response, coastal/estuary asset protection, and extreme-weather readiness—ensuring Maintenance contributes to State climate goals outlined in CAPTI.

Impact: Field Maintenance plays a critical role in climate resilience; district policies influence statewide outcomes related to greenhouse gas reduction, modal safety, and climate-resilient infrastructure.

3. IJJA-Driven ITS and Broadband Infrastructure Maintenance Policy: The CEA will serve as the principal policy maker translating federal requirements into Caltrans Maintenance policy—establishing standards for lifecycle maintenance, uptime expectations, electrical safety, and broadband asset integration.

Impact: Reliable ITS and broadband systems support congestion management, goods movement, emergency response, and digital equity statewide; Maintenance policies determine long-term viability and reduce risk of federal compliance issues.

4. Clean California and Statewide Litter Abatement Policy: The CEA will develop policies that transition Clean California from a project-based initiative to a permanent Maintenance program. This includes creating district wide policies for litter mitigation, encampment interface, beautification standards, partnerships with underserved communities, and grant oversight requirements. These are not tasks—they are policy decisions about program direction, community engagement, and long-term funding models.

Impact: Clean California is a statewide initiative with high public visibility; district policy influences environmental outcomes, safety, stormwater compliance, and public perception of Caltrans.

5. Statewide Workforce Development, Safety Governance, and Equity Policy: The CEA will develop policy frameworks—distinct from procedural training—for implementing the Department's workforce development, Vision Zero, and Equity mandates across Field Maintenance. This includes setting district policy direction on safety governance, establishing criteria for training and apprenticeship programs, shaping policy that addresses workforce shortages, and developing equity-aligned maintenance service delivery expectations.

Impact: These policies affect Caltrans' ability to recruit and retain staff, reduce injuries and fatalities, expand diversity in skilled trades, and ensure equitable system maintenance outcomes across all communities.

Together, these examples demonstrate that the proposed CEA will make high-level policy decisions, not merely create procedures; influence policies driven by federal and state legislation (IJJA, SB 1, CAPTI, Clean California); shape programs with statewide visibility, fiscal consequences, and legislative oversight; and directly impact the safety, resilience, and performance of California's transportation system.

C. ROLE IN POLICY INFLUENCE (continued)

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

This concept enhances and complements the ability of the Deputy to follow through on the growing number of commitments and priorities. It improves support for field maintenance functions and further engages this large portion of our workforce. The Assistant DDDM specifically contributes to the development and implementation of the programs and stands up committee and working groups to ensure our Field Maintenance staff are engaged and prepared to meet the Department's commitments. This position provides support with the knowledge, skills and abilities of field maintenance functions to make decisions that impact the framework of any program.

The maintenance workforce faces several challenges in maintaining a system that continues to grow in technical complexity. This position supports our policies in action and the intention can be more recognized: With the adoption of the asset management system, the importance of this tool to field maintenance can be fully realized by inclusion of the field maintenance in input to the program. Connecting field maintenance with the innovations in technology, ensuring that field maintenance has all the appropriate knowledge, understanding and tools to evolve with the assets. This position also provides a champion for Field Maintenance at a programmatic level. Standardizing on the job training for the District; supporting new employee training programs to meet the needs of entry level and at risk staff. Diversifying training and staff development plans to meet the needs of our employees. Clearing unnecessary obstacles and creating opportunities for all.

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

The CEA will be responsible for assisting in the development and implementing new policy, but may also have to interpret existing policy as well. The CEA will be responsible for developing, directing and implementing policies and procedures, establishing standards and developing and implementing work priorities for all Field Maintenance activities for the district. The incumbent will also assist with the dissemination and implementation of the Caltrans Strategic Plan's mission, vision and goals as they relate to our local, state and federal partners.