

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF #46-7-058

CLASSIFICATION TITLE Career Executive Assignment B	OFFICE/BRANCH Program Delivery/Regional Directors/Central Valley	LOCATION Fresno
WORKING TITLE Central Valley Deputy Regional Director	POSITION NUMBER 311-001-7500-XXX	EFFECTIVE DATE 7/29/16

GENERAL STATEMENT:

Under the general direction of the California High-Speed Rail Authority’s (Authority) Central Valley Regional Director, the Central Valley Deputy Regional Director is responsible for developing and implementing administrative policy directives required to prepare and execute community outreach and stakeholder communication programs developed in conjunction with the Communications Office, in compliance with the National Environmental Policy Act (NEPA), the California Environmental Quality Act (CEQA). The incumbent will oversee and manage stakeholder and community outreach and inform the public of the activities and objectives of the Authority’s mission of planning, designing, building and operating the high-speed rail system in coordination with the Communications Office and in compliance with the Authority’s policies and procedures. The incumbent is responsible for managing partnership agreements and non-technical negotiations with local agencies along the alignment in the central valley region. The incumbent will provide policy direction in the development of the central valley regional strategy and plan to promote project awareness as the central valley region’s program transitions to construction of Construction Package (CP)1, CP2-3 and CP4. The incumbent will work with the Central Valley Regional Director to establish executive level coordination within the Authority to develop and recommend strategies and policies consistent with program wide goals and objectives.

This is accomplished through the following specific duties:

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

- 30% (E)
 - Develop and recommend central valley regional policies and procedures consistent with statewide directives developed by the Communications Office to conduct a community relations program to raise awareness, interest, involvement and support for the high-speed rail project throughout the project development phases of the central valley sections of the high-speed rail system.
 - Support regional project delivery in coordination with the Communications Office by meeting with local and state agencies, property owners, local businesses, community organizations, planning organizations, stakeholders and the general public to resolve issues and communicate project objectives in order to deliver the project within the planned scope, schedule, and budget.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information, contact EEO Officer at (916) 324-1541 or email at Admin.Division@hsr.ca.gov or write to HSRA Forms Development and Management, at 770 L Street, Ste. 620 MS 4, Sacramento, CA, 95814.

- 30% (E)
- Provide direction, recommendations and oversight to develop a strategy to promote project awareness for the central valley region's program, transitioning from preliminary engineering and environmental to construction of CP1, CP2-3 and CP4.
 - Manage stakeholder and community outreach coordination within the Authority's policies and procedures and inform the public of the Authority's program and project goals and objectives in conjunction with the Communications Office. Develop and maintain relationships with local business and property owners, local agencies, community organizations, media organizations and educational institutions and represent the Authority among the community at-large and with civic, education and community leaders in central valley region.
 - Provide direct supervision to staff that include Supervising Transportation Engineers, Senior Transportation Engineers and administrative support.
 - Responsible for providing contract management and administrative policy directives required to manage up to 40 or more Authority partnership agreements and non-technical negotiations with local agencies along the alignment in the central valley region.
 - Responsible for working with the Program Delivery Office to ensure compliance with NEPA and CEQA requirements concerning permit applications, adopting federal and state land management actions and constructing highways and other publicly-owned facilities.
- 25% (E)
- Coordinate with the Central Valley Regional Director and the Communications Office to develop regular and direct communication with the Authority executive management regarding regional and community issues which may impact or affect the development and construction of the high-speed rail system within the region. Develop, implement and maintain a policy and procedure to provide timely and accurate information regarding project status to the Central Valley Regional Director on a regular basis by maintaining open communication on program and project goals and accomplishments. Assist in providing timely and accurate project status information to Authority management on a regular basis.
- 15% (E)
- Provide leadership and management to the Authority's consultants to develop and implement region based programs that articulate the role of the high-speed rail project in the community and ensure timely delivery of high quality work product related to these efforts. Assist the project construction teams in managing and coordinating project activities. Identify project conflicts and issues in a timely manner, assist in elevating them if unable to resolve directly and ensure that all reasonable alternatives are explored before requesting changes.

KNOWLEDGE AND ABILITIES:

Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program.

Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches;

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information, contact EEO Officer at (916) 324-1541 or email at Admin.Division@hsr.ca.gov or write to HSRA Forms Development and Management, at 770 L Street, Ste. 620 MS 4, Sacramento, CA, 95814.

analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's affirmative action objectives.

DESIRABLE QUALIFICATIONS:

- Knowledge of the Authority's organization.
- Knowledge of the Authority's policies, project management concepts and financial constraints.
- Ability to logically organize and present information, identify problems and formulate recommended actions.
- Ability to perceive political and policy implications of actions the Authority is considering.
- Ability to develop formats to present and display data.
- Effectively communicate with consultants and outside agencies, present ideas and to work effectively with others as a team member.

SUPERVISION EXERCISED OVER OTHERS:

The incumbent directly supervises Supervising Transportation Engineers, Senior Transportation Engineers and administrative staff.

PUBLIC AND INTERNAL CONTACTS:

The incumbent must effectively interact with Authority regional and headquarters functional units, local and regional agencies, other State and Federal agencies, the media, and the general public. The incumbent will also represent the Authority at public hearings and other forums.

PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be able to sustain mental activity needed for report writing, problem solving, analysis and reasoning. The incumbent must be able to develop and maintain cooperative working relationships, respond to difficult situations, and must be able to recognize emotionally charged issues or problems.

WORK ENVIRONMENT:

While at their base of operation, the incumbent will work in a climate-controlled office under artificial lighting. The incumbent may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information, contact EEO Officer at (916) 324-1541 or email at Admin.Division@hsr.ca.gov or write to HSRA Forms Development and Management, at 770 L Street, Ste. 620 MS 4, Sacramento, CA, 95814.

your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

Signature:	Date:
------------	-------

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor _____

Signature:	Date:
------------	-------