



**Position Details**

**Classification:** Executive Director, High Speed Rail Authority

**Office/Branch:** Executive

**Working Title:** Chief Executive Officer

**Location:** Sacramento

**Position Number:** 311-100-9568-001

**HR Approval Date/Initials:** 03/24/2023, GRH

**CBID/Bargaining Unit:** E99

**Work Week Group:** E

**Tenure:** Exempt

**Time Base:** Fulltime

**Job Description Summary**

Created pursuant to California Public Utilities Code section 185020, the California High-Speed Rail Authority (Authority) consists of 11 members. The 11 members shall, pursuant to California Public Utilities Code section 185024, appoint an executive director, exempt from civil service, who shall serve at the pleasure of the Authority, to administer the affairs of the Authority as directed by the Authority.

Pursuant to the direction of the Authority, referred to generally as the Authority’s Board of Directors (Board), the Executive Director (Chief Executive Officer) is responsible for directing the operations of the organization and for carrying out the purposes dictated by law. The Chief Executive Officer leads and directs all activities of the organization; establishes strategic plans, objectives, policies, and is directly responsible to the Board for the implementation of the High-Speed Rail Program. The Chief Executive Officer represents the Authority’s interests with government officials, public agencies, and the public.

**Duties**

Percentage

Essential (E)/Marginal (M)

100% (E) As directed by the Board, the Executive Director has full responsibility for all aspects of the High-Speed Rail Program. Pursuant to the direction and approvals provided by the Board, the Executive Director:

- Directs the development of the Authority’s strategic and tactical plans to guide the organization’s projects and activities.
- Approves, recommends, initiates, interprets, and implements policies governing the operations of the Authority.
- Receives and develops short- and long-range plans for the planning, development, construction, and operation of the statewide High-Speed Rail Program.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information, please call the EEO Officer at (916) 324-1541, email at [eeo@hsr.ca.gov](mailto:eeo@hsr.ca.gov), or write to: California High-Speed Rail Authority, at 770 L Street, Suite 620, Sacramento, CA 95814

- Facilitates the development of the statewide High-Speed Rail Program.
- Reviews and approves plans, specifications, and estimates for the High-Speed Rail Program planning, development, and construction.
- Directs Authority-wide functions through an Executive Management Team and other subordinate managers/supervisors.
- Has overall responsibility for the selection, termination, development, and performance of Authority management and staff.
- Approves the annual budget and all staffing proposals for the Authority.
- Has overall responsibility for the administration and management of Authority contracts.
- As the chief spokesperson, represents the Authority at meetings, hearings, and conferences with foreign, federal, State, and local governmental officials, the Administration, the legislature, and civic groups on major High-Speed Rail Program policies and issues.

**Special Requirements**

The checked boxes below indicate any additional requirements of this position.

License Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Conflict of Interest (COI) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Bilingual Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Contract Manager Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Medical Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Type:		Language:		

Other Special Requirements Information:

**Managers of Contract Managers** – Provides strong oversight of subordinate contract managers, holding them accountable for ensuring that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM), and the California Government Code (GC).

**Conflict of Interest Required Positions** – This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

### **Desirable Qualifications**

- Knowledge of Authority organization, operations, and relevant policy issues.
- Knowledge of principles, practices, and trends of public administration, organization, and management, including budgeting, sound management of fiscal resources, use of management information systems, strategic business planning, program development, and management evaluation.
- Knowledge of principles and techniques of quality management, performance improvement, team building, and customer service.
- Knowledge of principles of contract administration, management, and interpretation.
- Knowledge of formal and informal aspects of the legislative process.
- Knowledge of principles, practices, and trends in high-speed rail planning, development, and operation.
- Knowledge of principles and practices of leadership, employee supervision, staff development, team building, motivation, conflict resolution, and personnel management.
- Knowledge of principles and practices of public/private partnerships and major infrastructure financing strategies.
- Demonstrated strong management, analytical, decision-making skills, and the ability to work with a diverse and multi-disciplinary staff.
- Demonstrated exceptional written and oral communication skills.
- Ability to develop and maintain a network of contacts with federal, state, and local officials and the public to ensure an open exchange of information regarding the High-Speed Rail Program.
- Ability to formulate sound independent political judgments and to work cooperatively and effectively with diverse internal and external constituencies including the community and business leaders, and elected officials at the highest levels.
- Ability to develop and utilize all available resources.
- Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.
- Ability to develop and evaluate alternatives.
- Ability to analyze data, develop alternative solutions, and present ideas and information effectively orally and in writing.
- Ability to establish and maintain High-Speed Rail Program priorities.
- Ability to gain and maintain the confidence and cooperation of those contacted during the course of the work.
- Ability to initiate or recommend changes that promote innovative solutions to meet the public's needs.
- Demonstrated ability to consult with and advise technical and non-technical parties on a wide variety of subject-matter areas.

**Supervision Exercised Over Others**

The Chief Executive Officer has overall responsibility for Authority management and staff.

**Public and Internal Contacts**

The Chief Executive Officer has regular contact with various levels of staff at the Authority, consultants, vendors, contractors, staff at other state agencies, the federal government, the private sector, and the public. The incumbent must handle all situations and communications tactfully and respectfully to support the Authority's mission.

**Responsibility for Decisions and Consequence of Error**

The Chief Executive Officer is responsible to the Board for programs and operations that support the Authority's mission of planning, designing, building, operating, and maintaining a high-speed rail system for the State of California in accordance with laws, policies, and procedures on time and within budget. Errors in judgment and decision-making on the part of the Executive Director would have a significant negative effect on the state's ability to implement the law concerning the development of the high-speed rail system within statutory timeframes and the established budget.

**Physical and Environmental Demands**

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area that may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. The incumbent must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. The incumbent must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities. The incumbent should be able to quickly adapt behavior and work methods in response to new information and priorities, and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive and take actions appropriate to existing situations. The incumbent should be able to manage effectively and maintain focus and intensity under pressure.

**Working Conditions and Requirements**

- a. Schedule: A flexible schedule is available for this position.
- b. Telework: Telework is available for this position.
- c. Travel: Frequent travel throughout the state of California will be required and occasional travel outside of the state of California.
- d. Other: The incumbent will be responsible for a state-issued cell phone for business purposes. The incumbent may be required to work extended hours.

**Acknowledgment and Signatures**

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:
-------------------------	------------	-------

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

Supervisor Printed Name:	Signature:	Date:
--------------------------	------------	-------