



## State of Colorado Position

## Description

Employee participation in the completion of this document is encouraged; however, the appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

### I. POSITION IDENTIFICATION

Agency Code HAA Position Number \_\_\_\_\_

Principal Department/Higher Education Institution Colorado Department of Transportation

Division or Equivalent Division of Transit and Rail

Work Unit c/o CDOT Division of Transit and Rail

Work Unit Address 2829 West Howard Place, 4<sup>th</sup> Floor Denver, CO 80204

Current Class Title Management Class Code \_\_\_\_\_

Working Title (optional) Rail Commission Project Director

Requested Class Title \_\_\_\_\_ Class Code \_\_\_\_\_

HR Approved Class Title \_\_\_\_\_ Class Code \_\_\_\_\_

New Position  Vacant Position  Occupied Position  Update File

**Attach a current organizational chart that includes class titles, position numbers, and FTE. Exclude temporary positions, personal services contractors, and students or others that are not part of the regular permanent staffing pattern.**

### II. GENERAL INFORMATION

A. Briefly describe the purpose of the work unit.

The Southwest Chief and Front Range Passenger Rail Commission (Commission) was established by the Legislature in 2017 (SB 17-153/Statutory citation). Among its statutory duties, the Commission is directed to facilitate the development of Front Range Passenger Rail service. In this regard, the Commission oversees the development and execution of service development planning, public outreach, implementation strategies and related activities and approves related consultant contracts. In 2018, the Commission received an appropriation of \$2.5 million to support its activities and will seek additional funding in the future. The Commission coordinates its activities with the organizations represented on the Commission (see attached Commission representation list) and other organizations as required. Other organizations may include the Federal Railroad Administration (FRA), Federal Transit Administration (FTA), Federal Highway Administration (FHWA), neighboring State Departments of Transportation and local governments.

B. Describe any staffing or organizational changes related to this position.

Not applicable. This is a new position. With the establishment of the Southwest Chief and Front Range Passenger Rail Commission, a new position was created to support the development of the Front Range Passenger Rail

service. This position will be housed in CDOT's Division of Transit and Rail but will be funded by the Commission.C. Briefly summarize the purpose of this position.

This classified state position manages the development and execution of the Commission's public outreach, implementation strategies and service development planning activities and related consultant contracts. The position coordinates activities with the organizations represented on the Commission and other organizations as required. Other organizations may include the Federal Railroad Administration (FRA), Federal Transit Administration (FTA), Federal Highway Administration (FHWA) and neighboring State Departments of Transportation, local governments, Class I and shortline railroads serving Colorado, public and private institutions, other concerned stakeholders as well as the public. The position pursues additional funding and other supporting services in order to ensure the success of the Commission. The position will provide astute and creative leadership, collaborative engagement with stakeholders and share knowledge of public transportation policy and funding mechanisms in support of the Commission. This is a unique state position coordinating Commission activities with other state and federal agencies, local governments and private businesses.

D. Summarize specific duties added to this position and where they came from. Include position numbers if duties came from other positions.

These duties were created with the establishment of the Southwest Chief and Front Range Passenger Rail Commission. No other positions have been performing these duties.

E. Summarize specific duties deleted from this position and where they went. Include position numbers if duties went to other positions.

Not applicable.

### III. PRIMARY JOB DUTIES

Document current, permanent, primary job duties. The total of all duties must equal 100%. Document the attributes of current essential functions using the detachable listing on the last page.

#### A. Duty: Leadership/Management

40%

Brief Duty Description:

- Provide executive leadership for the promotion, planning, direction, and implementation of the Commission's mission
- Support the Commission by providing timely, accurate and appropriate information and make recommendations for policy decisions
- Assist the Commission in reviewing consultant proposals and recommending contract award(s)
- Manage all Commission operations, activities and provide supervision to Commission consultants in order to create a publicly accepted Preliminary Corridor Development Plan for Front Range Passenger Rail:
  - Oversee accomplishment of essential project deliverables within the twelve-month time frame and budget for the initial consultant contract
  - Recommend sponsorship, governance structure and possible Service Operators for the envisioned system
- Recommend and help draft legislative proposals for the Commission based on the plans and findings developed
- Create a multi-year draft plan to efficiently advance Front Range Passenger Rail over the long term
- Perform other duties or tasks as assigned by the Commission
- Identify and acquire additional resources to support the Commission's mission, goals and objectives
- Coordinate activities with CDOT staff, relevant government agencies, and other concerned public and private agencies, businesses and stakeholders

Provide specific examples of regular, ongoing decisions made by this position related to this duty.

- Manage contractor performance under an initial \$1.5 million consultant contract and any future contracts
- Recommend allocation of the Commission's \$500,000 initial reserve fund
- Determine terms and conditions and seek funding for in-kind support or additional contract and/or staff support activities
- Recommend adjusted program priorities and modified plans to accommodate unforeseen situations which may arise
- Approve all expenditure of funds to contractors based on satisfactory performance
- Identify, evaluate and seek additional funding from public and private sources for the Commission's advancement of Front Range Passenger Rail
- Decide on composition of teams necessary from the Commission and stakeholders to pursue additional funding and draft required applications

In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.

- This position must use professional judgment to recommend what parties, public and private, are necessary to explore financial sources for funding Front Range Passenger Rail, for example, by reviewing other state rail initiatives.
- Managing communication strategies toward delivery and explanation of and defense of complex information to various audiences unfamiliar with transportation technology and policy.
- Ensuring contract and other Commission resources are directed at resolving problems that are identified during the development of the Commission's preliminary corridor development plan and influencing factors are considered.
- Plans are established containing policies, priorities, staffing levels, operational guidelines and work processes for the Department.

ADAAA Essential Function?  X  Yes   No

Functional Attributes: Physical  A, 7-9, 11-12, 16.   
 Mental  1-11  Environmental  N/A  Hazards  N/A

**B. Duty: Stakeholder and Public Relations**

**40%**

Brief Duty Description:

This position functions as a collaborative strategic business partner between the Commission and state, federal and local government agencies, other public agencies and institutions and private entities.

Lead the Commission’s partnership efforts with local governments, agencies, communities and private parties

- When authorized, serve as an official Commission representative on external committees and task forces
- Support the Commission Chair in reporting experience and progress to the state legislature and the public
- Act as the Commission's representative with other agencies' and other public and private entities
- Communicate frequently with all concerned parties regarding the Commission's activities
- Develop consensus among internal and external stakeholders to support strategies, funding, and project implementations
- Plan and deliver educational opportunities for the Commission and its partners and stakeholders
- Regular travel required between Fort Collins and Trinidad with occasional out-of-state travel.

Provide specific examples of regular, ongoing decisions made by this position related to this duty.

- Interact with elected and senior community leaders, institutions such as Chambers of Commerce, universities, military bases, and economic development agencies to obtain support for the goal of Front Range Passenger Rail
- Working with Commissioners, stakeholders and consultants, determine importance of issues raised by partners and when and how they should be referred to the Commission
- Decide best way to develop relationships with Commission partners and stakeholders
- Decide on composition of teams to pursue funding opportunities for the Commission
- Recommend adjustment of project outreach priorities and modify work plans to accommodate unforeseen situations

In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.

- Operates in politically sensitive environments, communicating and negotiating with diverse stakeholders to engender understanding, build support and achieve mutually acceptable solutions and funding

ADAAA Essential Function?	<u> X </u>	Yes	<u> </u>	No
Functional Attributes:	Physical	<u> A, 7-9, 11 </u>		
	Mental	<u> 1-11 </u>	Environmental	<u> N/A </u>
			Hazards	<u> N/A </u>

**C. Duty: Strategic Planning**

**20%**

Brief Duty Description:

- Develop/revise strategic plans for Commission approval that further define the Commission’s goal to facilitate the development of Front Range Passenger Rail based on the results of the Preliminary Corridor Development Plan. Provide the basis for leadership decision-making and investments to achieve the Commission’s mission and goals in legislation, federal approval and public acceptance.
- Provide the basis for and assist in drafting legislation to advance Front Range Passenger Rail.

Provide specific examples of regular, ongoing decisions made by this position related to this duty.

- Assess and evaluate alternate funding sources, including public private partnerships
- Recommend additional partners to pursue funding
- Adjust program priorities and modify work plans to accommodate unique situations

In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.

- This position must use professional judgement to determine what parties, public and private, would be necessary to explore and provide financial and operational resources to accomplish the State’s strategic goal of development of Front Range Passenger Rail in Colorado.

ADAAA Essential Function?  X  Yes   No  
 Functional Attributes: Physical  A, 7-9, 11-12, 16   
 Mental  1-11  Environmental  N/A  Hazards  N/A

**IV. LINE AUTHORITY**

Check the category that best describes the position’s formal, direct supervisory responsibility. Note: the calculation of 1 Full Time Equivalent (FTE) = 2080 hours/year or 40 hours/week for 52 weeks.

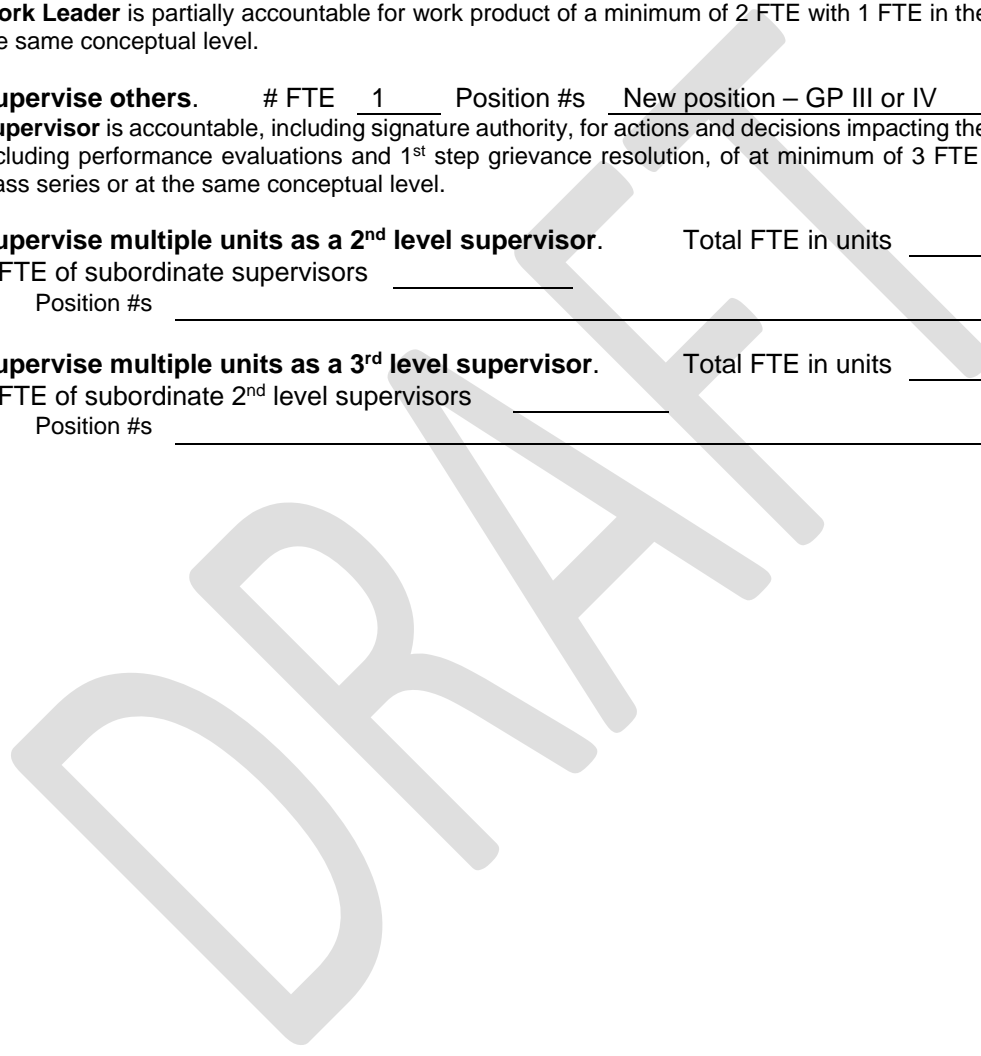
**No formal supervisory authority.**

**Work leader over others.** # FTE   Position #s    
**Work Leader** is partially accountable for work product of a minimum of 2 FTE with 1 FTE in the same class series or at the same conceptual level.

X  **Supervise others.** # FTE  1  Position #s  New position – GP III or IV   
**Supervisor** is accountable, including signature authority, for actions and decisions impacting the pay, status, and tenure, including performance evaluations and 1<sup>st</sup> step grievance resolution, of at minimum of 3 FTE with 1 FTE in the same class series or at the same conceptual level.

**Supervise multiple units as a 2<sup>nd</sup> level supervisor.** Total FTE in units    
 # FTE of subordinate supervisors    
 Position #s

**Supervise multiple units as a 3<sup>rd</sup> level supervisor.** Total FTE in units    
 # FTE of subordinate 2<sup>nd</sup> level supervisors    
 Position #s



## THIS SECTION FOR APPOINTING AUTHORITY ONLY

Appointing authority, your input will be verified and approved by the human resources office before any items in these sections are accepted as official.

### V. STAFF AUTHORITY

Some positions are delegated non-supervisory authority where agency management routinely relies on essential consultation when deciding broad, critical program or policy direction. These relatively rare and unique positions have a level of influence such that management decisions are **not** made without the position's essential advice and counsel, as demonstrated by direct impact and consequences of failure on agency mission, finances, productivity, and constituents. This authority **is not** a function of longevity, outstanding performance, or service as a resource by virtue of being the only position or most knowledgeable person in the unit who performs this work. Additional information or supplemental forms may be required, along with this section.

Check the applicable category of staff authority. A written endorsement or delegation from agency management (division director or equivalent, or higher) is required.

\_\_\_\_\_ **Staff Authority** directly influences department or campus-wide management decisions in programmatic areas of expertise. Staff authorities have a specialized level of expertise for the program that does not exist in any other unit, program, or assignment. Management and peers agency-wide regularly rely on the staff authority when considering program direction.

**What major program area of expertise is the basis for staff authority designation?**

**Provide at least one example of where this position's guidance or recommendations resulted in the subsequent adoption of a new or revised program or policy direction that had programmatic impact on the entire agency.**

\_\_\_\_\_ **Senior Authority** directly influences management decisions statewide. Senior authorities have a unique level of expertise that does not exist in any other agency.

**What major program area of expertise is the basis for senior authority designation?**

**Provide at least one example of a strategy, guideline, rule, etc., where this position's findings resulted in the subsequent adoption of a new or revised program or policy that had programmatic impact in a different department(s).**

\_\_\_\_\_ **Leading Authority** directly influences management decisions beyond State boundaries. Leading authorities have a rare level of expertise that does not exist in Colorado, and possibly other state governments. This position is recognized as a regional, national, or international expert.

**What major program area of expertise is the basis for leading authority designation?**

**How is this position recognized as an expert regionally, nationally, or internationally?**

**Why does the agency and State of Colorado need this position to function as a leading authority?**

**VI. CONDITIONS OF EMPLOYMENT**

Pre-employment Physical – *Describe any special physical requirements:*

Pre-employment Drug Testing – *Describe any specific test:*

Ongoing Functional Capacity Testing

Colorado Driver's License       Regular       Commercial  
*List any endorsements required.*

Essential Services Designation – *Required to report without delay or interruption to provide essential or emergency services to ensure health, safety, and welfare.*

Background Check – *Specify the type(s):*

Shift Work – *Explain:*

On-call Status – *Explain:*

Use, Handling, or Exposure to hazardous materials – *Explain:*

Use of Firearms or Other Weapons – *Explain:*

.2 Travel – *Explain:* Will be required to travel to meetings and conferences

Special Qualifications – *Explain:*

Other – *Explain:*

**VII. CERTIFICATION**

This document is an accurate and complete reflection of the position's official assignment.

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<b>Supervisor Name (Print)</b>	Work Phone
Work Address	City
	Zip
Email Address	
Supervisor Signature	Date

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<b>Approving/Reviewing Official Name (Print)</b>	Work Phone
Work Address	City
	Zip
Email Address	
Approving/Reviewing Official Signature	Date

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<b>Employee Name (Print)</b>	Work Phone
Work Address	City
	Zip
Email Address	
Employee Signature	Date



## FUNCTIONAL ATTRIBUTES OF JOB DUTIES

### I. PHYSICAL DEMANDS

- A. **SEDENTARY** - Exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Involves sitting most of the time, but may involve walking or standing for brief periods of time.
  - B. **LIGHT** - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of Sedentary work. Light work usually requires walking or standing to a significant degree.
  - C. **MEDIUM** - Exert up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
  - D. **HEAVY** - Exert up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.
  - E. **VERY HEAVY** - Exert in excess of 100 lbs. of force occasionally, and/or in excess of 50 lbs. of force frequently, and/or in excess of 20 lbs. of force constantly to move objects.
- 1. **CLIMBING** - Ascending or descending using feet and legs and/or hands and arms. Body agility is emphasized.
  - 2. **BALANCING** - Maintaining body equilibrium to prevent falling on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing feats of agility.
  - 3. **STOOPING** - Bending body downward and forward. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
  - 4. **KNEELING** - Bending legs at knees to come to rest on knee or knees.
  - 5. **CROUCHING** - Bending body downward and forward by bending legs and spine.
  - 6. **CRAWLING** - Moving about on hands and knees or hands and feet.
  - 7. **REACHING** - Extending hand(s) and arm(s) in any direction.
  - 8. **HANDLING** - Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand.
  - 9. **FINGERING** - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
  - 10. **FEELING** - Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.
  - 11. **TALKING** - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients or to the public, and in those activities in which they must

- convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- 12. **HEARING** - perceiving the nature of sounds. Used for those activities that require ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on running engines.
  - 13. **TASTING/SMELLING** - Distinguishing, with a degree of accuracy, differences, or similarities in intensity or quality of flavors and/or odors, or recognizing particular flavors and/or odors, using tongue and/or nose.
  - 14. **NEAR ACUITY** - Clarity of vision at 20 inches or less. Use this factor when special and minute accuracy is demanded.
  - 15. **FAR ACUITY** - Clarity of vision at 20 feet or more. Use this factor when visual efficiency in terms of far acuity is required in day and night/dark conditions.
  - 16. **DEPTH PERCEPTION** - Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.
  - 17. **ACCOMMODATION** - Adjustment of lens of eye to bring an object into sharp focus. Use this factor when requiring near point work at varying distances.
  - 18. **COLOR VISION** - Ability to identify and distinguish colors.
  - 19. **FIELD OF VISION** - Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point. Use this factor when job performance requires seeing a large area while keeping the eyes fixed.
  - 20. **CONTROL OF OTHERS** - seizing, holding, controlling, and/or otherwise subduing violent, assaultive, or physically threatening persons to defend oneself or prevent injury. Body strength and agility of all four limbs is necessary.

### II. MENTAL FUNCTIONS

- 1. **COMPARING** - Judging the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
- 2. **COPYING** - Transcribing, entering, or posting data.
- 3. **COMPUTING** - Performing arithmetic operations and reporting on and/or carrying out a prescribed action in relation to them.
- 4. **COMPILING** - Gathering, collating, or classifying information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the evaluation is frequently involved.
- 5. **ANALYZING** - Examining and evaluating data. Presenting alternative actions in relation to the evaluation is frequently involved.
- 6. **COORDINATING** - Determining time, place, and sequence of operations or

- action to be taken on the basis of analysis of data. May include prioritizing multiple responsibilities and/or accomplishing them simultaneously.
- 7. **SYNTHESIZING** - To combine or integrate data to discover facts and/or develop knowledge or creative concepts and/or interpretations.
  - 8. **NEGOTIATING** - Exchanging ideas, information, and opinions with others to formulate policies and programs and/or jointly arrive at decisions, conclusions, solutions, or solve disputes.
  - 9. **COMMUNICATING** - Talking with and/or listening to and/or signaling people to convey or exchange information, includes giving/receiving assignments and/or directions.
  - 10. **INSTRUCTING** - Teaching subject matter to others, or training others through explanation, demonstration, and supervised practice; or making recommendations on the basis of technical disciplines.
  - 11. **INTERPERSONAL SKILLS/BEHAVIORS** - Dealing with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

### III. ENVIRONMENTAL CONDITIONS & PHYSICAL SURROUNDINGS - exposure results in marked bodily discomfort.

- 1. **EXPOSURE TO WEATHER** - Exposure to hot, cold, wet, humid, or windy conditions caused by the weather.
- 2. **EXTREME COLD** - Exposure to nonweather-related cold temperatures.
- 3. **EXTREME HEAT** - Exposure to nonweather-related hot temperatures.
- 4. **WET AND/OR HUMID** - Contact with water or other liquids; or exposure to nonweather-related humid conditions.
- 5. **NOISE** - Exposure to constant or intermittent sounds or a pitch or level sufficient to cause marked distraction or possible hearing loss.
- 6. **VIBRATION** - Exposure to a shaking object or surface. This factor is rated important when vibration causes a strain on the body or extremities.
- 7. **ATMOSPHERIC CONDITIONS** - Exposure to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation, that affects the respiratory system, eyes or, the skin.
- 8. **CONFINED/RESTRICTED WORKING ENVIRONMENT** - Work is performed in a closed or locked facility providing safety and security for clients, inmates, or fellow workers.

### IV. HAZARDS

- 1. Proximity to moving, mechanical parts.
- 2. Exposure to electrical shock.
- 3. Working in high, exposed places.
- 4. Exposure to radiant energy.
- 5. Working with explosives.
- 6. Exposure to toxic or caustic chemicals.