



<b>CLASSIFICATION TITLE</b> Caltrans Regional Administrative Officer	<b>DISTRICT/DIVISION/OFFICE</b> 04-Division of Maintenance-South West Region	
<b>WORKING TITLE</b> Regional Administrative Officer	<b>POSITION NUMBER</b> 904-730-8645	<b>EFFECTIVE DATE</b>

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

**GENERAL STATEMENT**

Under the general direction, incumbent assists the South West Region Manager, a Maintenance Manager II, with his/her work. Incumbent is responsible for planning, organizing, directing, and supervising the administrative services performed in the South West Region. The South West Region encompasses three counties (San Francisco, San Mateo & Santa Clara) as well as two region offices (San Jose & Foster City) requiring travel between the two offices. Incumbent, acting as an expert resource to the Region Manager, provides technical expertise on the Region's administrative support activities including record keeping and fiscal monitoring for program control. The Incumbent will be required to operate vehicles requiring a valid Class C driver license issued by the Department of Motor Vehicles. Incumbent's work hours will be 7:30 a.m. to 4:00 p.m., Monday through Friday. To help the Department with scheduling, the incumbent may be asked to work alternate work shifts such as but not limited to 9/80, 4/10, work nights or weekends.

Specific duties include, but are not limited to:

**TYPICAL DUTIES**

Percentage                      Job Description  
 Essential (E)/Marginal (M)<sup>1</sup>

40% (E)	Plans, organizes and directs the Region's administrative support functions including: reviewing and maintaining Integrated Maintenance Management System (IMMS) reports, Transportation Operations and Project Support System (TOPSS), E-FIS (AMS Advantage) and other related databases; auditing supervisors' daily reports; monitors time sheets for field personnel. Performs necessary Region personnel-related responsibilities, such as enrollment for employee benefits, preparing documentation to fill vacancies, serves as liaison with District Office or Administrative Service Center as applicable. Budget preparation; fiscal control and accounting; regional personnel related responsibilities including administering employee benefits, employee relations; reviews budget requests and recommends adjustments and deletions to conform to administrative policy. Makes recommendations on adequacy of budget justification; develop, review, analyze and interprets accounting, staffing and other related data. Conducts administrative studies of organization and administrative procedures; monitors the purchasing of supplies and equipment; prepares reports.
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<sup>1</sup> ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

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40% (E)	Prepares monthly and other required reports for the Maintenance Manager's review and the Department's maintenance program control. Assisting in monitoring the Region budget including monitoring expenditures, maintaining a balance log and performing monthly reconciliation with Accounting and Resource Management. Assisting in Region's program control including evaluating work performance and unit costs; monitoring material, service, and personnel budget allocations, providing recommendations to supervisor on adjustments and deletions based on Region needs. Oversight of daily office staff operations including dispatching, answering phones, correspondence and other daily business and reports. CDL Drug/Pull Notice Program and pre-employment drug test preparation. Composing correspondence as needed.
20% (M)	Assists in developing the annual Region training plan and budget. Assists in the preparation of labor, material, and equipment estimates; preparing, processing, and monitoring requisitions for material, supplies, and services. Assists in initiating, monitoring, and processing contracts. Assists the Maintenance Manager and Area Superintendents in writing contract specifications including the solicitation of bids. Supervise purchases and expenditures of the Region's allocated funds to achieve the intended objectives. Provide billing information to vendors and assisting in resolving discrepancies. Provide recommendations on the refinement and implementation of Region administrative procedures.

**SUPERVISION EXERCISED OVER OTHERS**

The Caltrans Regional Administrative Officer is responsible for the direct supervision Region Office Staff that includes three Office Technicians.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

- Knowledge of the California Vehicle Code as it applies to the loading and operation of motor vehicles including commercial vehicles.
- Knowledge of State laws and agency rules and regulations pertaining to highway maintenance procedures and equipment operation.
- Knowledge of proper traffic control procedures including highway signing, flagging, and cone placement to dispatch work safely and efficiently on busy highways.
- Knowledge of the Caltrans Service Contracts Manual and Master Service/Rental Agreements.
- Knowledge of the CT Acquisition Manual, Property Control Manual, and Cal-Card Handbook.
- Knowledge of the CT Adopt-A-Highway Program and Safety Program.
- Knowledge of Hazardous Waste Manual, Hazardous Materials Regulations, Hazardous Material Contingency Plans, Material Safety Data Sheets, and Business Plans.
- Knowledge of various Bargaining Unit Memorandums of Understanding.
- Ability to access whether or not the materials/products purchased meet the specifications of the items ordered.
- Ability to understand program objectives or performance goals and to assess progress toward those objectives/goals.
- Ability to adjust to change, work pressures, or difficult situations without undue stress.
- Ability to communicate effectively, orally and in writing in English with a diverse group of people.
- Skill to operate software programs such as Microsoft Excel, Access and Word.

**POSITION DUTY STATEMENT**

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- Skill to train others and evaluate progress.
- Skill to understand new procedures, changes in operations and revisions in law and policy.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

The Caltrans Regional Administrative Officer is responsible to carry out all personnel, budgeting, purchasing, monitoring and safety policies of the Department. Poor or inadequate decisions can be costly to the Department in terms of the usage of resources, audits or in the need for additional maintenance resulting from work products of poor quality, recordkeeping or monitoring.

**PUBLIC AND INTERNAL CONTACTS**

The Caltrans Regional Administrative Officer has daily contact with Supervisors and other employees, as well as the public, to provide information and to respond to all areas of Region Office Administration.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

The Caltrans Regional Administrative Officer will be required to wear safety equipment such as earplugs, hard hats, and safety glasses as necessary. May need to move heavy objects, stand or sit for prolonged periods. May also be required to bend, stoop, or kneel. Must have ability to develop and maintain cooperative working relationships with staff, supervisors and the public.

**WORK ENVIRONMENT**

The Caltrans Regional Administrative Officer is expected to work indoors during all kinds of weather conditions, day or night, in normal or emergency conditions. The Regional Administrative Officer may be subject to sunburn, loud noise, dust, chemicals, and is surrounded by heavy equipment, hazardous materials and high-speed traffic.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, 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 Reasonable Accommodation Coordinator.)

**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 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.)

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE