

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Manager I (Specialist)	OFFICE/BRANCH/SECTION Division of Maintenance/Headquarters/Pavement Program	
WORKING TITLE Strategic Planning & Resource Manager	POSITION NUMBER 913-601-4800-xxx	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of the Principal Transportation Engineer, Pavement Program in the Division of Maintenance, the Staff Services Manager I is responsible for: managing Pavement Program resources, the Pavement Program's budget, the Pavement Program Strategic Focus Plan, the Pavement Research Master Plan, Pavement Training Plans, communication plans, reporting tools; and ensuring consistency with the Department's mission, vision and goals as they relate to the organization, asset management, performance plans and objectives. The incumbent works independently on most assignments.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
20%	E	Integrates the Pavement Program Strategic Focus Plan with the Caltrans Strategic Management Plan, the Pavement Program Business Plan, and the Zero Based Budget. Develops the Pavement Program budget, specifically personal services and operating expense dollars. Works directly with the Maintenance Budget staff, other programs, budget and administrative staff to develop Budget Change Proposals (BCPs) and Finance Letters (FL) to implement the Pavement Program Strategic Focus Plan. Allocates funding in accordance with budget categories and priorities, monitors expenditures, and approves re-distributions to address critical, unforeseen needs. Responsible for analysis and interpretation of expenditure data and implementation of corrective action to avoid over-expenditures.
20%	E	Analyzes State and Federal transportation laws and regulations for new requirements and impacts to the Pavement Program, and identifies resource needs, organization changes, and succession planning to meet those needs. Responds to Budgets Division, Public Information Office and Director Office Inquiries. Provides support information to the Budgets Division for use in creating responses to the Legislative Analyst Office and Department of Finance.
20%	E	Oversees and coordinates all procurement functions, including purchases and service contracts. Provides expert consultation to the Program's CAL-Card and approving officials for acquiring products and services. Coordinates Pavement Program computer purchases and IT equipment inventory. Coordinates software and hardware purchases, and deployment.
20%	E	Serves as the central contact point for the Pavement Program administrative issues including budgeting, staffing, training, and business plan reporting. Responsible for preparing the Maintenance Strategic Plan, the Maintenance Strategic Implementation Plan, the Maintenance Performance Based Management, Performance Measures, goals, targets, and the management reports for the State Pavement Engineer including the Quarterly Pavement Performance Portfolio & Service Reports, Division Chief's Monthly Report, Pavement Fact Sheets, Executive Fact Sheets, and the automated dashboards to determine performance goals. Plan and organize the Pavement Research Master Plan. Oversees and coordinates the preparation and processing of forms required for office space, personal equipment, records retention plan, and other related documents.
15%	E	Serves as Project Manager in the development and implementation of the Pavement Program Training Database and other workforce development policies and programs for Program staff including the Pavement Program Recognition Program and the Pavement Program Succession Plan. Provides Rock Products Committee Work Plan status support to Program staff and implements a statewide communication plan to address internal and external industry partners including the Pavement Program Newsletter, and Monthly Hot Topics Meetings. Reviews & Revises the Pavement Program Website contents, and Frequently Asked Questions.

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5% M Attends Office Chief staff meetings, supports Pavement Program team building functions, Provides the Office Chief Action Items and plans the Quarterly All Staff Safety Meetings.

¹ESSENTIAL 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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. The incumbent may function as a lead person on complex assignments, organize the work of peers, or oversee special assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of the principles, practices and trends of public and business administration, including a working knowledge of program evaluation and management, personnel management, procurement methods, and budget administration. Must be able to participate in economic, fiscal, legal, and political issues. Must have knowledge of the Department's mission, organization, policies, and procedures; Federal and State laws and regulations; concepts of asset management and planning; the Department's budgeting process.

The incumbent must have the ability to work on interdisciplinary teams, analyze problems and develop solutions, recommended course of action, and evaluate general planning activities. Knowledge of budget data tied to performance data and must be able to develop charts and graphs for reports. The incumbent must be able to complete projects under tight timeframes and deadlines, and have a high level of effective oral and written communication, make effective presentation and ensure that the best interest of the Pavement Program and Department are served. Must possess a working knowledge of strategic and business planning and a better than average understanding of the use of spreadsheets and databases.

The incumbent must have the ability to interact successfully with individuals from various backgrounds and disciplines, and cooperatively work towards the completion of program studies and projects. The incumbent must also be an effective team leader and must be able to gain and maintain the confidence and cooperation of those under his/her supervision as well as others contacted during the course of work. The incumbent must have the ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex and often sensitive governmental and managerial problems; develop and evaluate alternatives, analyze data and present ideas effectively both orally and in writing, and review and edit written reports. The incumbent must also be able to consult with and advise senior-level staff and above on budget issues and staff development programs and projects, establish and maintain project priorities, develop and effectively utilize all available resources.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent develops the annual business planning processes and implements the critical elements for the Pavement Program goals and objectives statewide. Only the most sensitive and complex decisions will be reviewed by the Program Manager and/or other managers, prior to implementation. The incumbent must ensure that decisions made and actions taken in this position result in a positive return on the investment of all resources allocated to the Pavement Program for personal services and operating expenses, including resources designated for the development of staff, and the delivery of the program. Errors made by the incumbent in this position could result in inappropriate expenditures, setting inconsistent direction, poor resource decisions, budget overruns, inability to redirect resources to meet critical needs, or reduced or eliminated staff development programs, any or all of which would negatively affect the program results and effectiveness of the statewide Pavement Program.

PUBLIC AND INTERNAL CONTACTS

The incumbent works with the Pavement Program Office Chiefs and their staffs, and with multidisciplinary teams on the development and presentation of staff development programs and strategic planning. Contact will also involve executive management in the Director's Office, District Management. External contacts may include: the Department of Finance, Legislative Analyst Office, Federal Highway Administration, Rock Products Committee members, local agencies, and national organizations. May interact with other state, local and national agencies to identify best practices in system performance measures.

In addition, the incumbent will have occasional contact with outside organizations and consultants in order to gather or provide current information, materials, techniques, and strategies for planning and implementing effective resource maximization programs.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must be able to analyze and prioritize work situations and take effective action to resolve problems encountered. Incumbent will be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be congenial and tactful when dealing with others while effectively accomplishing tasks. Frequent email and telephone interaction is common.

WORK ENVIRONMENT

Incumbent will work in a climate-controlled office under artificial lighting and maintain long periods of concentration when doing analysis and data checking, and may have to respond to difficult deadlines.

I have read, understand and can perform the duties listed above. (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)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE