

CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT

CLASSIFICATION TITLE Staff Services Manager I	DIVISION/OFFICE/BRANCH Division of Human Resources CEA/MSP and Exempt Hiring & Exam Program	
WORKING TITLE Branch Chief	POSITION NUMBER 702-008-4800-XXX	EFFECTIVE DATE 07/2015

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.

Under general direction of the Chief, Division of Human Resources, the Staff Services Manager I serves as the statewide expert for the Career Executive Appointments; Managerial Selection and Exempt Programs (CEA/Exempt and Managerial Selection Program). The incumbent provides advice and expert consultation in the interpretation and application of policies and procedures which govern the CEA/Exempt and Managerial programs strategic performance objectives for executive management.

TYPICAL DUTIES

Percentage / Essential (e) / Marginal (m)

- 40%(e) Plans, organizes and directs the CEA/Exempt Program for Caltrans, CalSTA, High Speed Rail, Office of Traffic Safety and California Transportation Commission. Provides direction to staff in all areas of administering the CEA/Exempt programs, including but not limited to, classification and pay, recruitment, exam planning, and development of and testing and evaluation criteria. Identifies goals and objectives, processes and procedures, which ensure Caltrans adheres to legal requirements pertaining to executive appointments.

Investigates and prepares responses to all executive/managerial exam appeals from the State Personnel Board and external entities for Division Chief's review and approval. Provides guidance and direction to staff in resolution of issues pertaining to reinstatement rights, classification and pay, and the preparation of appointment and termination packages of executive management. Responsible for providing monthly delegation reports and monitoring CEA Cap.

- 40%(e) Plans, organizes and directs Caltrans Managerial Selection Process (MSP). Provides guidance and consultation for all MSP exams and personally directs the most sensitive, complex, and/or confidential MSP exams. Identifies goals and objectives, processes and procedures, which ensure Caltrans adheres to legal requirements pertaining to managerial appointments.

- 10%(e) Under the general direction of the Division Chief, initiates high-level communications with CalHR on CEA/Exempt issues, such as executive allocations, including appointments, salary, pay and benefit considerations.

Responsible for making recommendations to executives based on incumbent's expertise and knowledge of program information, data and situations, to solve a variety of personnel management problems. This will include consideration of operation and program problems, missions and goals, recruitment issues, position's classification, adequacy of the classification plan, position allocation guidelines, compensation plan, labor relations and California State civil service laws and regulations.

- 5%(e) Provides weekly status reports and periodic updates on the status of various projects to Division Chief.

- 5%(e) Ensures Staff are adequately trained and adequate staffing is maintained at all times for the delivery of program goals and objectives. Provides periodic performance reports and ensures that the programs meet the needs of Caltrans executive management.

SUPERVISION EXERCISED

Provides direct supervision over four Analysts.

KNOWLEDGE AND ABILITIES

Demonstrated knowledge of the principles, practices and trends of leadership, public and business administration, human resources, employee development and training. Knowledge of civil service CEA, managerial and Exempt hiring rules, statutes and regulations.

Ability to convey ideas and present information clearly and logically, both orally and in writing. Demonstrated capacity for assuming the most difficult management and administrative responsibilities.

Ability to supervise and direct in order to develop subordinate staff's ability to apply laws, rules, policies and procedures to achieve departmental objectives. Ability to plan, direct, monitor, and evaluate subordinate staff and promote principles of Equal Employment Opportunity.

Must have thorough knowledge of all laws, rules, policies, and practices related to CEA/Exempt and pay issues in State Government and ability to interpret and apply them. Must be familiar with the Department of Transportation's mission and goals and be able to apply the Division of Human Resources' strategic objectives needed to accomplish them.

Ability to analyze high level personnel issues and make recommendations for sound solutions considering the operation and program; departmental missions and goals; recruitment issues; positions classification; adequacy of the classification plan; position allocation guidelines; compensation plan; and California State civil service laws, rules and regulations.

Ability to model a positive attitude and conduct all business affairs in a professional manner. Ability to maintain and provide quality customer service to all customers.

Must be able to deal tactfully, professionally, and confidentially with all internal and external customers, control agency staff and bargaining unit representatives.

RESPONSIBILITY FOR DECISIONS (CONSEQUENCE OF ERROR)

The manager is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage DHR's reputation as a confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

The manager is responsible for the administration of the CEA, Exempt and MSP Examination program. The inability or failure to perform these responsibilities effectively, and errors in judgment could result in failure to meet the Department's human resources needs and directly impact the Department's objective to develop and implement policies regarding the examination process. The manager will provide guidance to subordinate staff in researching existing policy and rules prior to developing a draft proposal.

Incumbent is responsible for the most sensitive decisions relating to position allocation, development of classification specifications, appointments and related activities. Errors in judgment could result in illegal appointments, misallocated positions, grievances and civil lawsuits. Poor decisions and recommendations could result in loss of management's confidence in the personnel management process, impacted relations with labor unions, and possible financial liability to the State.

PUBLIC AND INTERNAL CONTACTS

Independently confers with all levels of management and staff in the Department. May consult with CalHR analyst for guidance on CEA/Exempt pay issues.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also have to occasionally travel to offices and field locations throughout California.

PHYSICAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal or traveling in a vehicle to other locations; will be involved with sustained mental activity needed for analysis, reasoning and problem solving; must be able to develop and maintain cooperative working

relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully, and professionally; and must be able to work independently.

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.)

Employee Name (please print)

Employee Signature Date

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

Supervisor Name (please print)

Supervisor Signature Date