

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Staff Services Manager I (Supervisory)	<b>DISTRICT/DIVISION/OFFICE</b> D22/DBFS/Statewide Facilities and Leasing	
<b>WORKING TITLE</b> Chief, Facilities Support Branch	<b>POSITION NUMBER</b> 702-023-4800-007	<b>EFFECTIVE</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 of the Chief, Office of Statewide Facilities and Leasing in the Division of Business, Facilities and Security (DBFS), a Staff Services Manager II, the incumbent is responsible for planning, managing, and supervising facilities-related projects (major leases and construction).

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
30% (E)	The incumbent functions as the Project Director for facilities projects statewide. Works with the District project manager on district facilities projects and acts as a consultant to the District on facilities issues. This includes developing and reviewing project scope, determining options and project priorities, developing project justifications, and preparing project estimates. Monitors and facilitates the timely securing of leases by working with the California Department of General Services (DGS) and the California Department of Finance (DOF). Assists the Districts with non-performance issues for existing leases. Acts as liaison to the DGS to ensure Lessors provide required services as outlined in the lease.
20% (E)	Provides supervision and direction (i.e., recruiting, training, and evaluating) to subordinate staff, which manage leased facilities in the Sacramento area. This includes coordination of Program needs, building maintenance, space management, parking, emergency evacuation, and coordination with the

<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

Duty Statement  
Staff Services Manager I (Supervisory)  
Chief, Facilities Support Branch  
Page 2

owners' property management contractors, as well as, the DGS when necessary.

20% (E)

Assists and establishes project schedules with staff and monitors projects for compliance with approved schedules. Assists staff in the follow-up for post-contract items prior to the expiration of guarantee and warranty periods. Assists staff and reviews technical reports and correspondence; analyzes maintenance and construction problems, which includes approving change orders and controlling project costs. Conducts field inspections as necessary to monitor project progress, quality of workmanship, and detects and resolves deviations from plans and specifications. Establishes project goals with attention to immediate needs and long-term goals. Evaluates project requests to verify adequacy of the justification and determines if additional support is needed. Provides direction in the formulation of facilities standards for the Divisions (reviewing their business needs and overall operation of buildings). Serves as project manager for small and large facilities projects performed directly or assigned to subordinate staff.

15% (E)

Communicates with staff regarding the Office of Statewide Facilities and Leasing and Facilities Support Branch goals. Evaluates progress in meeting goals and providing excellent customer service; implements change in current business and office processes, procedures, and practices if required; assures completion of probationary reports and timely submission of timesheets.

5% (M)

Works with the District facilities managers, Administration managers, and the Budget Program to prepare Capital Outlay and Support Budget Change Proposals for inclusion into the State Budget.

5% (M)

Reviews and approves preliminary plans and estimates from subordinate staff involving the DGS, Division of State Architect, State Fire Marshal, design consultants, estimators, and inspectors.

5%(M)

Serves as an approving official for the Division as part of the Department's CalCard Program.

***SUPERVISION EXERCISED OVER OTHERS***

This position supervises and directs subordinate staff in the classification of Associate Governmental Program Analyst in administering facilities project management and other projects.

***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

- ◆ Knowledge of the Department's mission and goals.
- ◆ Thorough knowledge of all laws, rules, policies and practices related to the facilities operations program utilized by the State and be able to interpret and apply them.
- ◆ Knowledge in basic supervision practices and Department policies.
- ◆ Knowledge in project management; contract law and management; construction performance and inspection standards; construction litigation, arbitration and mediation; and cost estimates for construction, building products and services.
- ◆ Knowledge in writing requests for proposals and contract award process.
- ◆ The ability to recommend policies and guidelines, which will provide a framework for all levels of the Department to develop an effective management process.
- ◆ The ability to make sound decisions in critical situations.
- ◆ The ability to collect, develop, categorize, maintain and summarize information to present clear and concise correspondence, reports and technical documents; both verbally and in writing.
- ◆ The ability to apply supervisory skills, practices and related Departmental policies.
- ◆ The ability to express ideas and present information clearly and logically, both orally and in writing.
- ◆ The ability to apply supervisory skills, practices, and related Departmental policies.
- ◆ The ability to analyze comprehensive architectural designs.
- ◆ The ability to reason logically and creatively.

Duty Statement  
Staff Services Manager I (Supervisory)  
Chief, Facilities Support Branch  
Page 4

- ◆ The ability to utilize a variety of analytical techniques to adopt an effective course of action for complex project management problems.
- ◆ The ability to project competence and integrity in the successful dealing with outside entities.

#### ***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

The incumbent will have oversight for multi-million dollar facilities projects. Improper project management, inadequate reviews, liaison, or monitoring could result in inefficient use of funds, project delays, increased costs to the State, and inadequate or poor quality facilities produced by the State.

#### ***PUBLIC AND INTERNAL CONTACTS***

The incumbent independently consults with and advises employees at various levels within the Department and staff of various control agencies including the DGS, California Department of Finance, etc. who oversee policies and procedures in this administrative area. The incumbent will work with the DGS to gather information needed to arrive at resolution and make independent decisions.

As a representative of the State of California and the Department, the incumbent must always be cognizant of his/her actions, how those actions are viewed, and must always conduct himself/herself in a courteous and professional manner at all times.

#### ***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

While at the base of operation, the employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Requires touring buildings and facilities throughout the State that could require walking or standing for extended periods of time.

Ability to work on a keyboard and monitor; manual dexterity; sitting prolonged periods of more than 10 minutes at a time and focus for long periods of time.

Requires occasional bending, stooping and kneeling.

Must be able to organize and prioritize workload to successfully meet strict deadlines.

**ADA Notice:** For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

Duty Statement  
Staff Services Manager I (Supervisory)  
Chief, Facilities Support Branch  
Page 5

Must be able to organize, prioritize and respond appropriately to multiple workload requests and conflicting deadlines.

This position requires interaction with a myriad of personalities.

Ability to resolve emotionally charged issues reasonably and diplomatically.

Considers and responds appropriately to the needs, feelings and capabilities of different people in different situations; is tactful and treats others with respect.

Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles.

Creates a work environment providing motivation, participation and opportunities for employee initiative.

***WORK ENVIRONMENT***

The duties of this position are performed in a modern office setting of mixed hard-walled and modular furniture design. This position requires occasional travel to other Districts to monitor, evaluate and assess the Department's assets and facilities projects. Travel outside of the office is conducted in either a personal or State-owned vehicle, or by airplane when required.

The primary workspace is of modular design, containing computer and telecommunications equipment. The position requires occasional entrance into building mechanical rooms to inspect equipment.

Duty Statement  
Staff Services Manager I (Supervisory)  
Chief, Facilities Support Branch  
Page 6

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's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.