

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Staff Services Manager I	DISTRICT/DIVISION/OFFICE Division of Procurement and Contracts	
WORKING TITLE Branch Chief	POSITION NUMBER 702-032-4800-xxx	EFFECTIVE June 2014

As a valued member of the Caltrans team, you make it possible for the Department to improve mobility across California by making sound ethical decisions; ensuring best value for the State; being innovative and flexible; working cooperatively with team members and customers; and treating them 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 Office Chief, Matériels and Stores Warehouse, Division of Procurement and Contracts, a Staff Services Manager II, the incumbent supervises a group of analysts and property controllers in Property Control and Purchasing Specifications functions. The successful candidate must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customers' expectations.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)	Job Description
30%(E)	Supervises, directs, organizes, and reviews the work of staff engaged in providing statewide functional guidance and control of our expendable and non-expendable property inventory. Develops statewide policies and procedures and provides direction in statewide property control procedures in order to ensure that assets are accounted for and protected. Develops internal partnerships with Caltrans' Districts and Divisions to identify customer needs and opportunities for efficiency and improvement.
30%(E)	Supervises, directs, organizes, and reviews the work of staff responsible for insuring quality specifications, standardization of commodities purchased by Caltrans and the uniformity of practices in the use of such commodities. Develops and provides direction in statewide purchasing specification policies and procedures. Develops internal partnerships with Caltrans' Districts and Divisions to identify customer needs and opportunities for efficiency and improvement. Develops external partnerships with the Department of General Services to ensure adherence to applicable laws, rules, and regulations and that the State receives the best possible value for its purchases.

- 20% (E) Provides guidance, training, and coaching to staff in order to ensure completed staff work is achieved on a timely basis and Branch communications and activities are consistent with applicable State policies, laws, and regulations. Initiates the hiring process for Branch staff, develops screening criteria, conducts interviews, develops justifications for employee selections, and develops timely performance evaluations and training plans for Branch staff. Reports to the Office Chief on critical issues and activities relating to the areas assigned.
- 10%(M) As a member of the DPAC management team, incumbent regularly participates in staff meetings and related efforts to improve the Division's operational efficiency. Represents DPAC at various internal and external meetings and makes presentations to DPAC staff and customers as assigned.
- 10%(M) Personally performs complex staff work including development of new/revised policies and procedures. Makes recommendations on these policies and procedures to top management in consultation with the Chief, Office of Policy, Protest and Warehousing.

SUPERVISION EXERCISED OVER OTHERS

The incumbent directly supervises four to six staff at any given time (any combination of Property Controllers, Staff Services Analysts, Associate Governmental Program Analysts, and Office Technicians).

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent manages the unit in accordance with correct and ethical management principles of administration, personnel management and supervision. The incumbent should be knowledgeable of Caltrans' Mission/Vision and Goals in addition to Deputy Directives and Director's Policies. The incumbent should be knowledgeable of principles and practices of employee supervision, development and training, including supervisory responsibilities associated with safety, reasonable accommodation, and equal employment opportunity.

The incumbent must have excellent skills in verbal and written communication, organization, problem-solving, and analyses. The incumbent must possess workload management skills to produce quality products and complete assignments on time. The incumbent must be able to analyze complex and difficult administrative problems relative to procurements and administration of contracts that may affect Districts and Divisions. The incumbent recommends effective courses of action and ensure timely implementation. The incumbent must be able to make effective presentations and competently represent the Division before Caltrans, other agencies, industry advocacy groups and the

business community. Administrative problem solving skills are required to prepare and present findings and recommendations on new policies, procedures, guidelines, and instructions.

The incumbent must have the ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise management or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; develop, review and edit written reports; utilize interdisciplinary teams effectively in the conduct of studies; manage a complex staff services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to Caltrans' equal employment opportunity objectives. The incumbent must have a basic understanding of a personal computer and the ability to learn and operate new software and database programs, and possess good judgment in procedures and selection criteria for the hiring of staff.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent must be able to exercise good judgment to fulfill their comprehensive responsibilities. The necessity that acquisitions adhere to legal requirements makes this position extremely sensitive. An inaccurate interpretation or application of the law, failure to implement proper controls or the inability to eliminate errors could result in violation of statutory requirements. The consequence of violations include delays and increased project delivery time due to increased review by control agencies, loss of federal monetary participation, betrayal of public trust, embarrassment to Caltrans, lawsuits against the Caltrans or Caltrans personnel, and loss or reduction of the operational delegation from the Department of General Services.

PUBLIC AND INTERNAL CONTACTS

The incumbent independently confers with all levels of staff and management (including the Division Chief level and above) on contracting processes and procedures. The incumbent is in regular contact with various departmental entities and external agencies including the Department of General Services, Legal Division, Office of Business and Economic Opportunities, Caltrans District and field offices, as well as members of the business community. The incumbent may be assigned to represent Caltrans in proceedings before control agencies, or DPAC on task force assignments. The incumbent must be able to treat customers with tact and respect.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Requires the ability to develop and maintain cooperative working relationships. Must be able to sustain mental activity as needed for problem resolution, report writing, analysis, and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks

or projects with short notice. Must be able to organize and prioritize large volumes of varied documents. Employee must be able to deal effectively under pressure, maintain focus, and intensity even under adversity. Must be open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles.

WORK ENVIRONMENT

The base of operation is a climate-controlled open office with artificial light. Due to periodic problems with the heating and air conditioning, the building temperature will fluctuate. Office space consists of modular furniture appropriate for this classification.

Overtime may be required and travel may be required to perform DPAC liaison activities and training in the Districts and HQ Programs. Vacation restrictions may be imposed during peak workload and fiscal year end closing.

I have read and understand the duties 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'S NAME (Please Print)

EMPLOYEE'S SIGNATURE DATE

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

SUPERVISOR'S NAME (Please Print)

SUPERVISOR DATE