CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE Staff Services Manager I (Supervisory)	**DISTRICT/DIVISION/OFFICE** 22/Office of Resource Planning and Policy Statewide Resource Management	
WORKING TITLE Staff Services Manager I (Supervisory)	**POSITION NUMBER** 702-046-4800-xxx	**EFFECTIVE**

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 by being innovative and flexible; reporting to work regularly and on time; 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 Office Chief, Resource Planning and Policy, a Staff Services Manager II, this position is responsible for the oversight and budgetary management of the statewide Administration Program. With a high level of expertise, the incumbent supervises a unit of professional staff responsible for the management of Hiring Capacity Positions, Personal Services (PS) and Operating Expense (OE) resources consisting of 1,693.5 hiring capacity positions and $539 million.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)[1]	Job Description
50% (E)	With a high degree of independence, supervise professional staff in the development, monitoring and management of the Administration Program. Oversee the development and allocation of program resources statewide, and the distribution of these resources to other Department Programs. This includes hiring capacity positions, personal services and operating expense and equipment. Develop methodologies by program, fund type and allocation category. Develop a system to reconcile and track changes to allocations and statewide appropriations.
25% (E)	Develop resource projections and monitor program appropriations to ensure the Administration Program stays on proper budget course. Coordinate the review and reporting of statewide expenditure projections. Lead efforts to research and analyze budgetary issues with District and Division Budget Managers and identify solutions. Partner with other Program Resource Managers to resolve complex budgetary issues with departmental impact. Provide consultation and technical expertise on resource issues to Executive Management. Monitor overhead assessments and recoveries and implement adjustments as necessary. Research

and analyze all Administration Program allocation change request documents for appropriateness and conformance with budgetary policies.

10% (E) Develop and advocate Budget Change Proposals, Finance Letters and various budget documents for the Administration Program. Review and evaluate miscellaneous budget documents with statewide impact and develop policies and procedures for implementing change. Serve as the Administration staff specialist for the ongoing development if highly complex and, at times, sensitive studies related to workload and performance measures as they relate to the Administrative Budget and its link to the Departmental Strategic Plan. Perform special studies and prepare issue papers on various operational and organizational issues as needed.

10% (E) Train staff in the use of computer software applications to develop programs for analyzing, managing, controlling and reporting complex budgetary information. Oversee the development and ongoing maintenance of several budget databases that include PS allocation vs. expenditures by branch and monthly staffing plans. Prepare staff development plans that provide feedback on performance and identify training needs. Ensure staff compliance with all Departmental directives and policies.

5% (M) Work with management and staff on other duties as required by upper management or external control agencies such as special assignments, reports, and training.

SUPERVISION EXERCISED OVER OTHERS

Supervises four professional staff either at the Associate Governmental Program Analysts or at the Staff Services Analysts classification. The incumbent may be responsible for leading diverse teams and task forces to resolve complex Administration Program issues. The incumbent provides Program direction and technical expertise to Budget Managers in all Districts and Divisions regarding statewide Administration Program resource issues. May serve in an acting capacity in the absence of the Chief, Resource Planning and Policy (Staff Services Manager II).

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must possess knowledge of the California Legislative Budget process with specific emphasis on the program budget process in the Department of Transportation. The position requires a high degree of knowledge and understanding of a wide variety of internal budgeting processes, organizational and administrative processes and an understanding of the relationship between various functions in the Districts and Headquarters as they affect Administration Program needs and resource distribution.

Incumbent must have the ability to plan, organize and prioritize work and manage complex and sensitive workload. Must have the ability to interpret policies and equate them to decisions and

negotiate effectively with internal managers on complex and sensitive financial issues. Must be able to define resource problems and identify and implement appropriate courses of action.

Must be resourceful, knowing how and where to access a wide variety of budgeting, personnel and supervisory information internal and external to the Department of Transportation.

Must be able to effectively coordinate with various levels of management and employees, communicate effectively orally and in writing, and build and maintain good cooperative working relationships. Must be able to develop and maintain a team effort and create a positive, creative atmosphere among subordinate staff.

The incumbent must be able to analyze data and situations; identify and solve problems; reason logically and draw valid conclusions; develop effective solutions; apply innovative approaches in the resolution of budget issues; monitor and resolve problems with information processing systems hardware, software and processes.

Knowledge in the use and application of personal computers, spreadsheets, database and word processing applications, in addition to departmental budgeting and accounting systems such as the AMS Advantage, Info Advantage, and Enterprise Datalink is strongly desired. Also, familiarity of the Staff Central time keeping database is desired.

Must be very customer service oriented and be able to treat staff, management and customers with professionalism, tact and respect.

CONSEQUENCE OF ERROR/RESONSIBILITY FOR DECISIONS

The position is responsible for the development and management of a wide variety of information on the Administration Program's resource needs statewide. Errors could result in a loss of positions and funding to the Program. The impact could be within a current fiscal year or budget year. Resource errors can also constrain the Program's ability to perform its functions and could result in reduced levels of service, thereby impacting the delivery of projects in all functional programs within the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent contact with all staffing levels involved in the Department's Administration Program statewide. External contacts are also required as needed to respond to inquiries from the California State Transportation Agency, Department of Finance, Legislative Analyst Office staff and other public agencies as appropriate.

PHYSICAL, MENTAL AND EMOTIONAL R EQUIREMENTS

The incumbent must be able to reason logically and creatively to resolve complex administrative and program support problems and to analyze data from numerous sources and present ideas, information and alternatives concisely and effectively. Must be able to supervise staff and sustain mental activity as needed for problem and conflict resolution. Requires the ability to develop and maintain positive, cooperative working relationships with all staff and customers.

The incumbent may be required to sit for long periods of time using a keyboard and monitor.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to plan, organize, and prioritize workload.

The incumbent must be able to deal effectively within time constraints, maintain focus and professionalism even under adversity. Must be flexible, open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles.

Overtime may be necessary to complete tasks in a timely manner; travel may be required to provide assistance and consultation to District Budget Managers and staff.

I have read, understand and can perform the duties. If you believe you may require accommodation, please discuss this with the hiring supervisor

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EMPLOYEE DATE

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

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SUPERVISOR DATE