

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Manager I (Supervisor)	Planning/PPMSR/Resource Management	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Resource Manager	900-074-4800-005	04/06/2015

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.

GENERAL STATEMENT:

Under the direction of the Chief, Office of Planning Program Management Support and Research, A Supervising Transportation Planner, the incumbent will plan, organize and direct the administrative staff activities related to the development, coordination, monitoring and evaluation of the Planning Program Budget, SP&R Program and the various Grants administration. The Staff Services Manager I will be responsible for facilitating resource management decisions for the Planning Division by providing staff support to the Division Chief. The position has statewide program impact and is responsible for the management of budget related activities for the Division of Transportation Planning and coordination of budget support efforts of the other Division functions reporting to the Deputy Director, Planning and Modal Programs.

TYPICAL DUTIES:

Percentage	Job Description
45% E	Manages and supervises resource management staff in their duties relation to the analysis, distribution and monitoring of the statewide Planning program budget. Responsible for resolution of budgetary, accounting and workload issues affecting the 40 Program. . Keeps Supervising Transportation Planner informed of budget and workload issues and recommends solutions and alternatives. Supervises statewide budget administration and management, making recommendations for distribution of resources to ensure program consistency and continuity. Coordinates with program managers within the Division, and district management regarding special functional support needs and with the Department's Financial Infrastructure System (E-FIS) for development of reports used to analyze program issues.
35% E	Supervises staff responsible for managing the Planning (40) Program budget allocations, including the development of a work plan for staff, program and office level allocations and monitoring report analysis of expenditure data, and direction concerning charging practices. Assures that district resources are utilized consistent with policy direction and are kept within budget. Coordinates budget related activities for the Division of Transportation Planning, as well as other Programs and Divisions reporting to the Deputy Director of Planning and Modal Programs to assure that all information going to the Deputy is uniform and consolidated for use in high level management decisions.
20% E	Performs special studies on various operational and organizational issues; point of contact to coordinate with the Division of Budgets, the Division of Accounting , Planning functional managers, districts and other program representatives to resolve resource issues; responds to management requests, leads task force groups on program efficiency or workload measurement studies; and implements operational changes involving budgetary or accounting business practices. Provides recommendations to management on departmental and program resource management policies, goals and objectives. Prepares responses, position papers and proposals on resource management issues involving the statewide 40 Program. Assists Office Chief's in preparing Budget Change Proposal (BCP) concepts and Finance Letters for increases in workload or other budgetary issues, as they arise

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

Directly supervises at least three journey level analysts. Provides functional direction to District counterparts for Resource Management and Planning staff as well as staff in all of the Modal Programs. Demonstrates ability to supervise others, act independently, and be open minded, flexible and exercise tact and diplomacy.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge and Abilities Required: The incumbent must possess knowledge of the principles, practices, and trends of public and business administration, including budgets, accounting, personnel management, management analysis, planning and program management and evaluation. The incumbent must be familiar with the principles and practices of employee supervision, development and training, the administration of the Department's goals and policies as related to the assigned tasks, and the role of line managers in the various functional areas associated with Planning and the Modal Programs.

Analytical Requirements: The incumbent must possess the ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex managerial problems, develop and evaluate alternatives, analyze data, and present ideas and information effectively both orally and in writing. The incumbent must be able to consult with and advise 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, review and edit written reports, and utilize interdisciplinary teams effectively in the conduct of studies. The incumbent must demonstrate the ability to manage a complex program, establish and maintain project priorities, develop and effectively utilize all available resources, plan, organize and direct support staff, and work independently with minimum of supervision.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions, guidance excised, and recommendations made to statewide functional managers and District Planning managers will affect the operation of the statewide Planning Program. Improper actions or inaccurate information could result in reduced funding allocations, and jeopardize the Department's mission.

PUBLIC AND INTERNAL CONTACTS

Develops and maintains cooperative working relationships with headquarters managers, federal highway administration staff, and District Planning Engineers; consults regularly with Planning Office Chiefs, Planning staff throughout the state; and works with branch staff to ascertain, evaluate, and resolve functional issues and budgeting needs.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee is required to sit for long periods of time using a keyboard and video display; maintain long periods of concentration when doing analysis and data checking, and respond to difficult situations when managing staff and working with others.

WORK ENVIRONMENT

The incumbent will be exposed to climate-controlled environment; artificial lighting for extended periods of time. Travel may be required to go to various districts to train district planning managers and staff on various required expenditures and charging practices.

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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE