STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Manager I (Specialist)	80/Transportation Programming/SHOPP	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Minor Program Coordinator	900-080-4800-002	December 2014

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 a Supervising Transportation Engineer, the Minor Program Coordinator has statewide responsible charge of the Minor Program. This position will function as the Department's liaison for the Minor Program. Duties will include: developing or coordinating the development of project priority lists, determining program funding capacity, making recommendations for project programming during the development and updating of the various programming documents, making recommendations during the development and updating of the various programming documents, making recommendations regarding requested changes to the cost or delivery schedule for individual projects. Incumbent will make programming recommendations on project development documents, and coordinate activities with district programming recommendations. Occasional travel to district meetings is required. The Minor Program Coordinator may be assigned to function as a lead person on special studies or activities, often assembling data or information provided by other departmental or CTC staff. Staff will be required to meet deadlines for CTC meeting dates and to comply with referrals from the Director's office.

Typical tasks include but may not be limited to the following:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	In the implementation of the Minor Program, monitor allocations (Capital Outlay and Capital Outlay Support) to individual District allocations, provide early warning of immediate program issues and allocation expenditure problems along with corresponding resolution. Prepare annual program recommendations. Coordinate with District and Headquarters executives to identify and clearly define the issues and recommended actions. Evaluate program-level expenditures and make recommendations on redistribution of allocations. Evaluate expenditures in relations to project costs to ensure the department is using the most efficient methods available to develop proposed projects. Manage minor program within authorized budget.
25%	E	Develop and communicate annual program guidelines to the Minor Program customers in Districts and headquarters. Develop and use cost and small business utilization performance reports to establish district annual funding targets. Coordinate with the Minor Program customers in districts to identify needed improvements, performance outcomes, and funding distributions. Develop minor program Commission agenda items, including the annual minor program proposal complete with project portfolio and funding distribution, preliminary and final close out reports, and project allocation request.
10%	E	Develop and author Department's ten year plan as required by Government Code, including but not limited to coordination of fiscally and goal-constrained rehabilitation and reconstruction needs with headquarter and district stakeholders along with corresponding cost estimates and performance criteria. Assure ten year plan is well-coordinated with other Department planning documents, including but not limited to the Department's asset management plan, five-year maintenance plan, and facility infrastructure plan.
10%	E	Coordinate with the Division of Planning on the development of the Project Initiation Document (PID) work plan to assure an appropriate value and volume of project proposals are under development for each programming cycle.
5%	M	Review and make recommendations for legislative proposals: prepare correspondence including referrals from the Legislature, the Governor and the Director. Other duties as required to ensure the quality of the Minor Program and PID work plan.

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[1]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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

No supervisory responsibilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

• Knowledge of the SHOPP program development process.

• Ability to work with high-level staff such as program advisors, other program coordinators, Division Office Chiefs, District Directors, Project Managers, and the California Transportation Commission Staff.

• Knowledge of Caltrans organization; departmental policies; organizational relationships and engineering functions within Caltrans that pertain to planning, programming, design, construction, and maintenance of transportation facilities; personal computers and a variety of software.

• Ability to Manage a capital program; plan and organize work; organize the activities of a diverse program to attain common goals; gain the confidence and support of top level management and advise them on a wide variety of issues; develop cooperative working relationships.

• Ability to maintain accurate and relevant minor program information at both the project and program level.

• Analyze complex problems and recommend effective courses of action; and prepare technical correspondence, reports, and articles for publication.

• Ability to communicate effectively both orally and in writing with all levels of Caltrans management and employees in headquarters, the Districts/Regions, and the Service Centers.

• Ability to acquire financial, budget, and project information through Department's information systems (EFIS, AMS Advantage, PRSM).

• Ability to assimilate and evaluate technical and procedural input from various sources, to develop alternative courses of action, and to make objective recommendations on all issues relating to the Minor Program.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent in this position is responsible for independent action and initiative in carrying out assigned duties. Consideration of all input and pertinent factors is crucial to reaching conclusions and taking appropriate actions to manage and improve the Minor Program. Decisions can affect the credibility of the Minor Program and the Department.

PUBLIC AND INTERNAL CONTACTS

The SSM I (Specialist) will work closely with District and Headquarters staff at all levels.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Must be able to grasps the essence of new information and master new technical and business knowledge. Must be able to develop and maintain cooperative working relationships.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial light. The incumbent may be required to travel in state, but the travel is not frequent.

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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.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE