

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Manager I, Supervisor	OFFICE/BRANCH/SECTION District 82/Division of Budgets/Federal Resources	
WORKING TITLE Finance Manager	POSITION NUMBER 900--082-5393-xxx	EFFECTIVE DATE

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 supervision of the Chief of the Federal Funds Management Branch, a Staff Services Manager II within Office of Federal Resources, Division of Budgets, the Finance Manager performs the following duties to fully utilize all the Federal Highway Funds provided to California annually:

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
45% E	Provides direction to Federal Funds Management staff in their performing analysis, short and long term, of financial information available in various internal and external databases to forecast federal resources available and plan to meet the Department's financial obligations. Includes developing and maintaining complex computer models and performing statistical analysis to provide forecasts and comparison of estimates with actual.
25% E	Responsible for planning, monitoring, reporting, and coordinating effective use of California's annual Federal-Aid highway funds of over \$3.5 billion impacting the Capital Outlay, Local Assistance, and State Operations. Works with Department and Federal Highway Administration (FHWA) staff to implement financing strategies in accordance with the provisions of FHWA's regulations to maximize the use of Federal Highway funds and return to California.
15% E	Full responsibility for compiling financial information and developing presentation material for Federal Resources Office management to communicate the Federal fund status of the Department and Local Agencies fund balances as that usage relates to projects delivered by type, and by geographical area. Coordinates Federal funds usage strategies to maintain on-going prudent State Highway Account cash balances.
10% E	As the Federal Resources Office liaison working with other Budget's management staff in the development of the Biennial Fund Estimate, and the annual Governor's Budget, provides leadership in the estimation of federal funding and the optimal uses of those funds, to ensure planning, programming, and delivery of federally eligible projects is sound.
5% M	Closely coordinates with the FHWA to provide interpretation and implementation of Federal rules and laws are to California's benefit.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

The Staff Services Manager I, Supervisor will directly supervise and provide technical direction to a group of financial staff analysts. Additionally, the incumbent will act on behalf of the Federal Funds Management Branch Chief when necessary, and must be able to work cooperatively with the other staff directly supervised by the Office Chief, a Principal Engineer, and the other Branch Chief, a Supervising Transportation Engineer.

General directions are received from the Chief, Federal Funds Management Branch, and the Chief, Office of Federal Resources. The Staff Services Manager I, Supervisor must be able to act independently and make accurate fiscal and programming decisions. The incumbent must be able to make policy and program decisions in the absence of the Branch

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Chief and coordinate the efforts of analysts in other units where policy issues cross-organizational lines.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Staff Services Manager I, Supervisor must have a thorough knowledge of the Federal-Aid Highway Program, with an extensive background in computer modeling and reporting from various internal and external databases to perform analysis of the annual apportionment and obligation authority distribution process and funds use during the year. Knowledge of formula, non-formula, and discretionary funding is required, along with comprehensive experience authorizing projects through the FHWA. The incumbent must demonstrate superior ability in compiling federal fund data, particularly as that data is used for forecasting project delivery and transportation investments.

Knowledge of computer programs to quickly identify data structure and develop reporting from various databases is required. Must be able to develop and implement computer models to monitor funds usage. The incumbent must be able to work with a diverse work group, and demonstrate the ability to communicate effectively with subordinate staff.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Staff Services Manager I, Supervisor must be aware of the current federal funding levels, state cash balance, and project delivery schedules, and requirements for securing Federal authorization for highway construction, right-of-way and preliminary engineering phases of State highway projects. Failure to secure Federal authorization could result in the loss of Federal funds to California and delays in project advertising schedules. Delays can result in the missing construction schedules causing up to a year in construction delays, disruption for the construction industry and delayed use by the public.

The incumbent is responsible for the accurate presentation of the Department's Federal Fund status. Inaccurate information could adversely impact short and long term investment decisions which could delay payments to contractors, and employees, while at the same time jeopardizing the viability of California being in a position to compete for increased federal funding (i.e. discretionary, allocated, august redistribution process, etc.).

The incumbent is responsible for ensuring that Caltrans complies with congressional and legislative appropriations, CTC allocations, Federal aid limits, and State laws and regulations. Error in maintaining correct balances could result in loss of credibility between the Budget Division and other programs within Caltrans and outside agencies. Errors in the allocation process could mean loss of Federal funds, inappropriate use of resources, failure to achieve program goals and objectives, and audit citations.

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### PUBLIC AND INTERNAL CONTACTS

The employee must be able to work cooperatively with the Director's Office, Division of Office Engineer, District Resource Management, Right-of-Way staff, and Headquarters Division of Accounting, Programming and Local Assistance.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods using a telephone, keyboard and video display terminal. Employee will be required to sustain the mental activity needed for writing, problem solving, analysis and reasoning; will be required to develop and maintain cooperative working relationship and respond appropriately to difficult situations.

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### WORK ENVIRONMENT

While at their base of operation, employee will work in multi-floor building in a climate-controlled office under artificial lighting. When in the office, employee will be exposed to hazards associated with standard office equipment.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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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)

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SUPERVISOR (Signature)

DATE