

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Manager I (Specialist)	Headquarters/Budgets/Revenue	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Fund Estimate Manager	900-082-4800-040	

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, Revenue Forecasting and Financial Analysis Branch (Staff Services Manager II), the incumbent is responsible for planning and coordinating the development of the biennial Fund Estimate and presenting the Fund Estimate. The Fund Estimate manager forecasts revenue, expenditures, inflation and construction costs and determines the impact to all funds. The Fund Estimate manager develops and modifies financial models using statistical methods and performs revenue and expenditure monitoring against the approved Fund Estimate.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
45%	E	Responsible for development and presentation of the Fund Estimate. Forecasts revenue, expenditures, inflation and construction costs and determines the impact to all funds. Develop and modify financial models using statistical methods and perform revenue and expenditure monitoring against the approved Fund Estimate.
20%	E	Meet and confer with program managers, Division chiefs and high-level management on key policy issues and Fund Estimate assumptions. Work directly with California Transportation Commission Commissioners and staff to discuss development of Fund Estimate assumptions and methodologies. Understand and apply Departmental program policies, goals and performance targets. Interpret applicable state and federal statutes and legislation during Fund Estimate development.
15%	E	Produce final Fund Estimate documents for formal presentation to the Department, Commission, Legislature, regional transportation entities and the public.
10%	E	Monitor actual revenue and expenditures against the Fund Estimate projections, identify and research variances, assess impact of variances and notify management of potential positive and negative impacts to sustainable allocation levels and individual funds.
10%	E	Analyze proposed legislation for impacts to transportation revenues. Respond to inquiries related to transportation funding from control agencies, executive management and the public. Other duties as required.

<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**

This position does not exercise direct supervision, however, the incumbent may act as lead over staff and act in absence of the SSM II.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must possess extensive computer skills, knowledge of budget development, and an understanding of accounting, economics, statistics, and forecasting methods. Must have the ability to reason logically and use various analytical techniques to evaluate financial, budgetary and economic issues and make recommendations. Must be able to monitor and evaluate financial and budget data that covers a wide range of activities; evaluate the completeness and reliability of financial data; and develop a basis for an effective budget development, monitoring and evaluation system. Must be able to detect problems and make decisions to expeditiously make corrections. Must have the ability to communicate effectively; prepare and present technical information in a format that emphasizes the points that are most meaningful for management. Must be able to establish and maintain cooperative working relationships and to work

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effectively with others to develop and implement solutions to sensitive and complex problems.

## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The consequence of error is high. Errors can lead to serious misjudgment in the planning of transportation expenditures; critical loss of certainty in revenue and financial forecasting, and the Department being in violation of constitutional or statutory requirements pertaining to the use of the Department's resources.

## PUBLIC AND INTERNAL CONTACTS

This position requires frequent contact with all levels of Department management and staff while developing the Fund Estimate. The incumbent may occasionally represent the Department in contact with the California Transportation Commission and other State agencies.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee must have the ability to do the following: sit for long periods of time using a keyboard and video display terminal; develop and maintain cooperative working relationships; concentrate in order to review and create documents and meet strict deadlines; grasp the essence of new information; master new technical knowledge; multi-task; adapt to changing priorities; complete tasks or projects with short notice; deal effectively with pressure; exercise a high degree of independence in carrying out the assigned duties; and maintain focus and intensity yet remain optimistic and persistent even under adversity. Must be able to perform effectively under rigid time constraints and pressure.

## WORK ENVIRONMENT

Employee will work in a six-story climate controlled office under artificial light. Working hours will be set sometime between 7:00 a.m. and 6:00 p.m. Overtime may be required during time of peak workload.

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