

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

<u>CLASSIFICATION TITLE</u> Staff Services Manager I	<u>DISTRICT/DIVISION/OFFICE</u> Headquarters/Budgets/Capital Outlay & Local Assistance	
<u>WORKING TITLE</u> Staff Services Manager I (Supervisory)	<u>POSITION NUMBER</u> 900-082-4800-xxx	<u>EFFECTIVE</u>

As a valued member of the Department of Transportation (Department), you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system across California by being innovative and flexible; reporting to work as scheduled; 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 direction of the Staff Services Manager II, Capital Outlay & Local Assistance Branch, the incumbent is responsible for supervising analytical staff with the responsibility of developing, monitoring, and managing the Department capital outlay and local assistance budget in order to comply with State policies and legislation regarding the management of capital and local budgetary authority.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

- 45% (E) Provides leadership, management, and general direction to Capital Outlay Unit (COU) staff responsible for the development of the Department's capital outlay and local assistance annual Governor's Budget; assist in the development of allocation plans including the distribution of resources by project; develop agenda items and other information for the California Transportation Commission (CTC); and forecast and monitor resources against appropriations and allocations.
- 25% (E) Provides managerial, policy and technical support to the Department in matters related to the Capital Outlay program. Develop solutions and facilitate decision-making and implementation in regard to funding issues. Develop state and federal funding policies and procedures. Analyze state and federal legislation.
- 20% (E) Serves as the Department liaison with the Department of Finance (DOF), the Legislative Analyst Office (LAO), and the CTC regarding management of the Capital Outlay program.
- 10% (E) Manage employee hiring process; develop or update job descriptions; develop performance expectations; and identify essential functions of the COU and the necessary knowledge and skills required. In addition, manage COU team performance, provide training and coaching, and counsel and motivate employees.

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SUPERVISION EXERCISED OVER OTHERS

Directly supervises associate and assistant level staff. May coordinate the efforts of analyst in other units where policy issues cross-organizational lines.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of the departmental and legislative budget process; departmental policies and procedures regarding capital outlay programming and management, accounting principles, CTC roles and responsibilities, and transportation funding. Must have the ability to interpret policies and negotiate effectively with internal and external parties on complex and sensitive financial issues.

Ability to establish and maintain effective working relationships within the Department and with outside control agencies; communicate effectively both in writing and verbally; apply judgment and experience to manage capital outlay funds and plan, organize, and direct staff of analysts. This includes providing leadership and management of COU, making decisions, solving problems, developing procedures, conducting meetings, and representing the COU and the Department at internal and/or external meetings. Innovative approaches are frequently needed to provide budget information and guidance on a timely basis.

CONSEQUENCES OF ERROR / RESPONSIBILITY FOR DECISIONS

The incumbent is responsible for recommending the appropriate capital outlay and local assistance budget level, and ensuring that the Department does not exceed legislative appropriations, CTC allocations, and Federal aid limits. Error could result in loss of credibility and seriously restrict the operating capability and flexibility of the Department. Errors could also lead to the loss of Federal funds, inappropriate use of resources, failure to achieve program goals and objectives, and audit citations. Expert advice to top management is essential.

PUBLIC AND INTERNAL CONTACTS

Requires daily contact with all levels of departmental management regarding capital outlay and local assistance budget and allocation matters. Often requires meetings with representatives of the DOF, the LAO, and CTC staff.

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; multitask; 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.

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WORK ENVIRONMENT

Employee will work in a six-story climate controlled office under artificial light. Working hours will be set sometime between 6:30 a.m. and 6:00 p.m. Overtime will be required during periods of peak workload.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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 Name (please print)

Employee Signature

Date

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

Supervisor Name (please print)

Supervisor Signature

Date