STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Manager I (Specialist)	Administration	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Staff Services Manager I (Specialist)	702-001-4800-xxx	10/30/2014

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 general direction of the Deputy Director, Administration, the SSM I will be responsible for various Administrative Project assignments and general oversight to assist the Deputy Director, Administration in ensuring that complex issues and policy matters of critical concern are facilitated, completed and implemented throughout Administrative Operations statewide.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	Serves as the lead in the coordination of studies and reports of special interest to the Deputy Director, Administration which are sensitive and complex in nature and affect critical and visible endeavors within the Department.
30%	E	Develops and implements analytical studies on special assignments requested by the Deputy Director, Administration on issues that cross organizational lines where it is not appropriate for one program area to be assigned.
15%	E	Lead high-level projects for the Deputy Director, Administration and Administration Division Chiefs, including business plans, strategic planning efforts and best practices.
10%	E	Prepares talking points for meetings, conferences and events. Assists in the preparation of regular communications with the California Transportation Agency.
10%	M	Prepares and reviews all correspondence, memorandums and letters, Governor's Action Requests, and Agency Action Requests on an as-needed basis. Reviews material for the Director's signature to ensure the appropriate management has reviewed and the staff work is timely, clear, concise, and complete.

[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

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of the organization, policies and procedures of the Department of Transportation; knowledge of the State and federal laws that govern the Department.

The incumbent must be knowledgeable in the use of computers and automated office equipment and have the ability to use that knowledge to develop and implement management information systems.

The incumbent must have the ability to work in a team environment, be open to new and different ideas and opinions, and have the capacity for creative thinking and problem solving. The incumbent must demonstrate excellent oral and written communication skills.

The incumbent must possess the ability to collect, develop, categorize, maintain, and summarize information and to present clear and concise correspondence, reports, and technical documents.

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The incumbent must be able to maintain a high level of confidentiality. The incumbent must possess excellent customer service skills and demonstrate sensitivity and tact in dealing with others. Good judgment, tact, and the ability to communicate effectively are expected of the incumbent.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions and actions at this level affect the Deputy Director, Administration's image and ability produce the desired results. Errors may have a significant impact on the internal and external operations of the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent maintains communication with all Districts and Programs within the Department and with public and private agencies, the Governor's Office, the California Transportation Agency, control agencies, and other interests external to the Department.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal or reviewing written documents. Sustained mental activity needed for report writing, problem solving, analysis, etc. Must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge various responses.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. However, due to periodic problems with heating and air conditioning, the building temperature may fluctuate.

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