

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

01-4-129

<b>CLASSIFICATION TITLE</b> Staff Services Manager I	<b>DISTRICT/DIVISION/OFFICE</b> D1/Administration/Office of Budgets	
<b>WORKING TITLE</b> Chief of Budgets	<b>POSITION NUMBER</b> 901-001-4800-xxx	<b>EFFECTIVE DATE</b> March 1, 2014

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; 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 general direction of the Deputy District Director, Administration, a Staff Services Manager II (Managerial), the incumbent has full responsibility for management support and direction of the District Budget Office; which includes Project Control, Position Control, Resource Management, and Mailroom Services.

**TYPICAL DUTIES:**

PERCENTAGE	JOB DESCRIPTION
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*Essential (E)/Marginal (M)*

- 40% (E) **Budget:** Work with District Management staff and Headquarters' Program Budget staff on primary District resources for all budget-related issues and activities. Direct, oversee, and train Resource Management staff as they monitor and report against the District Budget Plan, utilizing Department-specific software. Ensure compliance with external control entities' laws, rules, and regulations pertaining to all budget activity. Work with both District and North Region Management Teams to accomplish appropriate budget activities in support of District and North Region programs. Maintain constant surveillance of the District budget, interfacing with Corporate Budget and Program staff to ensure proper allocation of resources, and that only appropriate expenditures are made against those allocations. Oversee all Project Control functions, ensuring prompt and accurate support of the Capital Program in the District.
  
- 20% (E) **Resource Management:** Monitor acquisition documents for appropriate fund coding detail. Audit expenditures for inaccurate charging practices and ensure corrections are made where appropriate. Ensure Budgets' provides the necessary support to Contract Managers to successfully record expenditures, encumbrances, and modifications in EFIS/Advantage; ensure Data Link and Info Advantage reporting is available to all staff through training and or assignment of specific reports to Budgets' staff. Ensure compliance with Cal CARD policy and procedure through the District Cal CARD Liaison under direct report. Ensure compliance with Student Assistant statewide contract through the District Student Assistant Billing Liaison under direct report.
  
- 15% (E) **Position Management:** Work with District Management staff to ensure timely and appropriate usage of Position Authority and Personnel Services Dollars. Oversee the monitoring of appropriate documents and reports to ensure compliance with Human Resources policy and procedure as it relates to Position Management. Develop and update District Activity Plans and report regularly to the District Management Team.

15% (E) Project Control: Oversee all Project Control functions, ensuring prompt and accurate support of the Capital Program, Highway Maintenance, Stormwater, Minor B, and Minor A functions. Initiate conference calls to resolve complex funding line requests to ensure all customers' needs are met.

10% (E) Mailroom: Direct the activities of the mailroom staff performing mail sorting, delivery, and other clerical support functions.

### **SUPERVISION EXERCISED OVER OTHERS**

Incumbent supervises the work of approximately seven employees; professional and technical staff, as well as student assistants.

### **KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

Knowledge of: principles, practices, and trends in public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation; employee supervision, workforce development and training, personnel management, Department's Equal Employment Opportunity objectives, and safety and health policies. Must have a thorough knowledge of and commitment to the Department's mission and policies.

Ability to: communicate ideas and information effectively both orally and in writing; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; make decisions and take appropriate action; establish guidelines and maintain priorities to assure activities are being effectively accomplished; gain and maintain the confidence and cooperation of others; create a work environment that encourages creative thinking and innovation; create and sustain an organizational culture which encourages others to provide the quality of service essential to high performance.

### **CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

The Chief of the Budgets is responsible and accountable for all actions in that Branch. Activities that are managed poorly could compromise the ability of the District to effectively deliver its program, could result in the exercise of illegal activities, inappropriate allocation of resources, over-expenditure of budgeted resources, inability to account for expenditures, and other situations or conditions which could result in the misuse of public funds and trust. Support for Departmental efforts could also be adversely impacted or lost.

### **PUBLIC AND INTERNAL CONTACTS**

The incumbent will have continuous, daily contact with the Deputy District Director of Administration, other District Management staff, District supervisors, as well as Headquarters and other District and/or Region Staff. The incumbent will also have contact with various public entities, including contractors and other local governmental offices.

### **PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

Incumbent may be required to sit for long periods of time using a personal computer. Must be open to change and new information, adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must adapt rapidly to new situations warranting attention and resolution. Must be able to deal effectively with people using tact and good judgment. Must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

### **WORK ENVIRONMENT**

Incumbent will work in a climate-controlled office under artificial light. Incumbent may be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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

DATE

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

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SUPERVISOR

DATE