

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> STAFF SERVICES MANAGER I	<b>DISTRICT/DIVISION/OFFICE</b> 01/MAINTENANCE/REGION	
<b>WORKING TITLE</b> REGION SUPPORT/BUDGETS	<b>POSITION NUMBER</b> 901-630-4800-xxx	<b>EFFECTIVE DATE</b> September, 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 Caltrans Maintenance Manger II, the Staff Services Manager I (SSM I) is responsible for directing and supervising administrative activities and staff associated with the Maintenance and Operations program in District 1. The SSM I will manage and monitor budgets, prepare reports for the Maintenance and Operations program, analyzing, tracking and projecting all expenditures, develop annual activity plans, Highway Maintenance Engineering budget oversight, manage position control for the Maintenance and Operations program, provide hiring/employment support and may oversee Maintenance contracts. Support the Maintenance and Operations management staff, including the District 01's Region Managers' Offices, with the management of financial and personnel services.

**TYPICAL DUTIES:**

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

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|---------|--|
| 30% (E) | As the recognized authority for District 1 Maintenance Region Policy for Budget issues, develop new standards for existing fiscal and personnel resource management process, providing innovative and technically sound alternatives, with an emphasis on good business decision within the scope of acceptable processes and procedures for Management recommendation. Provide analytical studies and surveys, develop and manage cross functional resource activities and identify shortfalls and budget inconsistencies as they occur. Work directly with HQ Maintenance and Budget managers to develop resolution strategies within the District.                  |
| 30% (E) | Manage Maintenance budgets, develop spending plans and provide resource projections, work with management personnel to ensure personnel service and operating expense resources are within the spending plans or modifications are made accordingly. Supervise staff that produces various management reports required for effective administration and tracking of resource expenditure. Oversee charging practices and identify and direct corrections in accurate expenditures. Direct the work of subordinate staff associated with these business processes, to include contract management. Oversee and ensure the Maintenance Program stays within allocations. |

- 25% (E) Supervise staff performing liaison activities related to labor relations, personnel transaction document processing, payroll and benefit administration, time keeping, emergency contracts, cooperative agreements, and accounts payable processing, contract disputes, and accounting processes; directing staff in the development of contracts and contract monitoring.
- 10% (E) Provide oversight and monitoring of encumbrances, split year funding, development of Allocation Change Requests within North Region, oversight and provide Contract Managers with instruction to avoid inaccurate and inappropriate charging practices.
- 5% (M) Manage Maintenance and Operations position control to ensure that staffing, FOB/authorized positions and allocations, and reconcile to budget authority position authority.

### **SUPERVISION EXERCISED OVER OTHERS**

Directly supervises a group of professional, administrative and non-professional staff.

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

The incumbent must possess sound knowledge and expertise in all facets of business administration, as well as budget planning and financial administration, HR hiring process; must be well versed in the legislative process and the Department's goals and objectives; must have the ability to work independently as a technical expert, make clear recommendations, set priorities and meet deadlines. The incumbent must have excellent analytical, managerial, and organizational skills; must have the ability to quickly acquire a thorough knowledge of the latest budget and personnel processes, as well as the organizational and functional composition of the division; must possess excellent interpersonal skills and work cooperatively with staff at all levels; must possess excellent communications skills, both orally and in writing.

This individual must possess concrete knowledge of the principals of accounting, principals of organization and management, research techniques and statistical principals and procedures; knowledge of the legislative process and department budget policies and procedures, and a working knowledge on the budget monitoring system.

Incumbent must be able to perform detailed and careful reviews of budget requests to ensure resource levels are consistent with the division's work priorities and make appropriate decisions. This individual must review, analyze, evaluate, prepare and process Budget Change Proposals and contracts. Incumbent and staff must conduct system studies of functional management systems to determine their effectiveness in predicting Personal Service Dollars and Operating Expense needs; also conducts operational studies to develop workload indicators for use in budget forecasting; conduct work measurement analysis to help develop work norms and performance standards.

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

The decisions made by the SSMI may be reviewed and must be carefully thought out to assure that established policies and procedures are maintained. This position makes budgetary

decisions that have an impact on the various divisions in Caltrans District 1. The incumbent is responsible for ensuring that expenditures stay within budget limits. Failure to do so could result in costly overruns and severe impacts to our fiscal solvency. In this capacity, the position must make diplomatic decisions consistent with State policy. Improper decisions could result in deadlines not being met and monetary loss to the program, other District programs and the State.

**PUBLIC AND INTERNAL CONTACTS**

The SSMI has frequent contact with the Maintenance Region Manager(s), District Budget Manager, Headquarter Budget representatives and the District and Division Executive 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