

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Manager I	OFFICE/BRANCH/SECTION D2 - Administration / Personnel	
WORKING TITLE Personnel Services	POSITION NUMBER 902-001-4800-010	EFFECTIVE DATE February 2015

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 Deputy District Director for Administration, the incumbent will have responsibility for hiring services and position management functions for District 2.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
30%	E	Plans and directs staff in the performance of preparing hiring justifications, duty statements, PARF/ARF hiring packages and advertisements for all positions ensuring compliance with all laws, rules, regulations and departmental hiring practices. Works closely with supervisors and budget coordinators to verify personal service dollars are available for any vacant or new positions.
30%	E	Directs staff in the monitoring and tracking of all position requests. Provides direction in establishing, deleting and filling positions to ensure the District does not lose position numbers through Government Code 12439. Directs staff to work with District management to identify staffing needs, including but not limited to new hires, transfers, reclassifications and reorganizations. Ensures timely notification to division management staff of potential irregularities relative to established position allocations.
20%	E	Provides direction to the District 2 Personnel Transaction Liaison for personnel and payroll issues between district office employees and the Division of Human Resources, Office of Transactions Services and Records, and Office of Hiring and Examination Services. Directs staff in disseminating personnel and payroll information, receiving and distributing personnel-related documents to designated staff. Directs staff in supporting the District staff in the areas of pay, benefits, and examinations. Directs staff in providing assistance or referring employee questions and/or problems pertaining to a variety of personnel-related issues to the Human Resources Division (Headquarters) or the District Human Resources Liaison.
15%	E	Provides direction to the District Claims Officer who provides staff support to the Departmental Legal Office in its function of defending the District in tort liability claims and lawsuits. Directs staff involved in the development of responses to interrogatories and related requests for discovery in connection with the Department's Tort Liability Lawsuits Program. Ensures that current and potential tort claims are investigated properly to mitigate loss of revenue to the State. Directs staff with state vehicle accident claims; investigates accidents; reviews and responds to complaints and inquiries received by the District that concern potential claim situations.
5%	M	Assists the Resource Manager and Deputy District Director, Administration with special projects that may include developing training course material, attrition analysis for District 2 / North Region by functional area and/or classification, managing District 2's Hiring Exemptions and reporting the status of them as required by Headquarters' Programs and/or the Chief Deputy.

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<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

Directly supervises a professional, administrative and non-professional staff

## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of principles and practices in public and business administration, including personnel management, classification and pay issues, labor relations, and employee supervision, development and training; Caltrans policies and procedures, safety, health and equal opportunity objectives. Incumbent must possess knowledge of the Department's budget and administrative processes. Knowledge of methods used to track and monitor expenditures and personnel resources. Must be able to demonstrate a positive attitude and a commitment to conduct business in a professional manner; to reason logically and to utilize a variety of analytical techniques to resolve problems, develop and evaluate alternatives. Must have the ability to be flexible and negotiate effectively, gain and maintain the confidence and cooperation of those contacted during the course of business operations.

## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment or the absence of action by the incumbent could result in the inability of staff to meet program/project objectives or may result in improper application of hiring guidelines, causing re-work and loss of time and money to the department in its staffing efforts.

## PUBLIC AND INTERNAL CONTACTS

Frequent contact with all levels of District, Regional and Headquarters staff in the performance of assigned responsibilities.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be able to sit for long periods of time using a computer and telephone. Employee must be congenial and tactful in dealing with others and must have the ability to develop and maintain cooperative working relationships. This position works with sensitive/confidential information and the incumbent must be able to deal effectively with pressure, maintain focus and intensity, yet remain optimistic and persistent, even under adversity.

## WORK ENVIRONMENT

Incumbent will work in a climate-controlled office under artificial lighting. Incumbent may be required to travel for various budget and/or personnel meetings.

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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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