

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Manager I	OFFICE/BRANCH/SECTION D2/Program and Project Management	
WORKING TITLE Chief, Project Management Support Unit	POSITION NUMBER 902-100-4800-	EFFECTIVE DATE 07/31/2015

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 direction from the the direction of the Deputy District Director for Program/Project Management, a Supervising Transportation Engineer, the incumbent will serve as a Branch Chief for the Project Management Support Branch. The incumbent is responsible for ensuring that staff are adequately supported and effective working relationships are maintained with Project Managers and functional units in the District and the North Region offices.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50%	E	Supervises and directs the activities of the Project Management Support Unit in the scheduling and resourcing for all capital projects, in establishing project schedules and support budgets; ensures project schedules and support budgets; ensures proper use of the Caltrans Workplan Standards Guide (WSG) and charging practices; monitors and reports project support budget expenditures (planned vs. actual) and expenditures on a program and project basis to District Management and Headquarters. Establishes work priorities, assigns and schedules work, and monitors resources and milestones to produce optimum results in an efficient manner.
15%	E	Acts as liaison and performs extensive coordination with other District and Region functions, Engineering Services Centers and Headquarters functions on the implementation of Project Management principles and tool development, including membership on several Corporate Task Forces for continued implementation of Project Management in Caltrans.
10%	E	Participates in the continuous improvement of the District's Project Management processes. This includes the development of policy and procedures as they relate to Program/Project Management. Provide support to the Program and Project Management Offices on a wide variety of complex and sensitive issues and tasks. Act as the District's Implementation Manager for PRSM.
10%	M	Provides support to Headquarters, Region and the District in the development and allocation of the District's Capital Outlay Support Budget. The support includes, but is not limited to, ensuring the District Resource Model is available and consistent with the District approved capital program and providing detailed reports in support of needs and expenditures.
10%	M	Evaluates and monitors, cost, scope and schedule milestones and tasks to determine the impact of changes to program delivery and funding. Resolves issues project priorities, project scheduling and required fund sources.
5%	M	Direct the implementation of the of the PRSM-based Status of Projects; directs preparation of Status Documents, process charts and reports for the District and Region management Headquarters.

<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**

The position supervises a staff of 8 to 12 Staff Services Analysts, Associate Governmental Program Analysts and Office Technicians.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be able to plan, organize, prioritize, and analyze data from multiple sources.

Must be proficient in using major computer software and databases used by Caltrans (such as EFIS, PRSM, Word, Excel, Outlook and CTIPs).

Must have the ability to schedule, manage and status Caltrans capital outlay projects using a sophisticated computer scheduling tool.

Must have a thorough understanding of Critical Path Method (CPM) of project scheduling.

Must be able to analyze project workload and schedules, including frequently changing workload demands, and changing program priorities. Also, the incumbent performs the full range of analyzing and recommending solutions to sensitive issues such as program and project priority and potential missed milestone dates.

Must have knowledge of the Caltrans Workplan Standards Guide (WSG), Resource Breakdown Structure (RBS), data requirements of the Caltrans Project Managers, Functional Managers, Task Managers and existing project related information systems.

Must have the ability to effectively communicate with the Project Managers and Office of Program and Project Management Staff and external partners.

Must have the ability to motivate and persuade other functions to complete project deliverables.

Must be able to demonstrate the ability to work and act independently with initiative and follow up.

Must be skillful in performing numerical and statistical calculations to provide useful information.

Must have the ability to initiate tasks with little or no instruction just based on project needs.

Must understand the different project funding and how it applies to project schedules.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccuracies in analysis may result in the lost opportunity of the Department to improve project management processes and project delivery. This will result in the inability of management to access information related to capital projects; a potential failure in improving project delivery control and performance; and a loss of credibility with the Legislature, CTC and various control agencies.

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### PUBLIC AND INTERNAL CONTACTS

Ability to communicate effectively and must maintain strong working relationships with the Project Managers and Functional Managers, Headquarters Personnel, external contacts, and work effectively with all Office of Program and Project Management Staff.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal.

They may also be required to move large or cumbersome plans and diagrams from one location to another up to a maximum of 25 pounds.

Working hours will be set sometime between 6:00AM and 6:00PM and it's expected that employee will come to work on time.

Employee may be required to travel in state, but the travel is not very frequent.

Employee must have the ability to develop and maintain cooperative relationships.

Requires occasional bending, stooping, and kneeling.

Employee must be able to lift computer equipment, including monitors and CPU's up to a maximum of 25 pounds.

Employee must be able to deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity.

Employee is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

Must have the ability to multi-task, adapt to changing priorities, and complete tasks with short notice.

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### WORK ENVIRONMENT

The incumbent will spend most of his/her time in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent may

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occasionally attend off-site meetings within the State where climate and accessibility are uncertain.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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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