

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE STAFF SERVICE MANAGER I	OFFICE/BRANCH/SECTION DISTRICT 4, ADMINISTRATION, BUDGETS	
WORKING TITLE CHIEF, OPERATIONS EXPENSE BRANCH	POSITION NUMBER 904-031-4800-XXX	EFFECTIVE DATE 01/29/2015

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:**

In the Budgets Office, under the direction of a Staff Services Manager II, serves as the Chief of the Operation Expense Branch and is responsible for allocation, control and monitoring of the District's Operation Expense resources. The incumbent also serves as the main District liaison for the Online Time Reporting System (Staff Central) and the District's CAL-Card program.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40%	E	Directs and oversees work of staff tasked with allocation and review analysis – reviewing and analyzing in detail the many components for the District's Operation Expense allocation to determine if they are sufficient in the size and correctly ordered by Program, Fund, and Issue to support adequately the District workload of projects and functions. Must ensure that funds are spent only in the Program in which they are allocated and that the balance among fun sources (State, Federal, etc.) in the allocation matches the balance expended through the fiscal year. Unit staff analyzes current and previous year's allocation to compare funding levels and to ensure that new funding sources such as from Budget Change Proposals, Finance Letters, or Program shifts, are correctly identified and equitably distributed. Works with Headquarters and District Program Managers to explain the allocation process and to identify new funding needs and potential overruns and shortfalls. Creates and facilitates funding strategies to meet the changing District and Departmental priorities and workload.
30%	E	Directs and oversees work of staff tasked with expenditure review and analysis – Work with District staff to daily monitor Allocation and Expenditure data in key Program by the various Object Classes funded from the Budget. Examples of the Object Classes are Utilities, Telecommunication, and Postage. Equipment, Facilities Operations, Travel Expenses, Training, etc. Promotes the prudent use of State resource by creating an overall distribution funds that is efficient, fair and proportionate to the workload of each Office. Closely monitors District spending with monthly, quarterly and yearly reports from EFIS, the Departments electronic accounting information system, and prepares (with staff) monthly reports to each Division documenting their expenditures. Carefully reviews changes and trend in the spending patterns in order to identify early any potential budget surpluses or shortfalls, and uses this information to create budget redirection and request for new funding. Reports on the ongoing progress of the Operating Expense Budget to the Office Chief, and alerts him or her immediately of any significant changes or problems as they occur.
10%	E	Manages the operation of the District Cashier's Office with staff who is responsible for collecting and depositing cash and checks related to collateral deposits, payments for charges, and other miscellaneous revenues, as well as all the work in the District related to payroll warrants and travel expense claims.
10%	E	Directs and oversees work of staff tasked with online time reporting – Manages the District's responsibilities for the Department's Online Time Reporting system (Staff Central) which includes establishing and deleting accounts, trouble shooting individual or system-wide problems, and monitoring the District's unrecorded Labor Report. Produces weekly reports for District management documenting unrecorded time sheets, and creates strategies and recommendation to increate the accuracy and completeness of District time reporting.

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10%	M	Directs and oversees work of staff tasked with district CAL-CARD coordinator duties – Manages the district CAL-CARD program. Attends monthly statewide CAL-CARD meeting. Implements the Caltrans' program policies and procedures District wide. Maintains updated documentation for all District 4 CAL-CARD holders and Approving Officials.
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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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent will have direct supervisory responsibility over a staff of professional analysts – Staff Service Analysts and Associate Governmental Program Analysts

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires excellent oral and written communication skills, and well-development skills for dealing effectively with all levels of Caltrans and external control agency personnel, and members of the public. Incumbent must have knowledge of the mission and goals of the Department and the District. The incumbent must know and understand the Department and District programs and organizational structure, and must have the expert skills necessary to provide advice and consultation to District management on Operating Expenses issues. Incumbent must have knowledge and understanding of the Department's budgetary and fiscal processes and goals as they relate to Operating Expense. Incumbent must be knowledgeable Time Reporting issues and have the skills to assist employees with Time Reporting problems. Incumbent must have well-developed personal computer skills and thorough knowledge of such applications and databases as Excel, Word, Access, AMS Advantage, and InfoAdvantage.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be responsible for a number of decision which are fundamental to the effective operation of the District and its financial health. Must balance within the constraints of State and Federal financial laws and policies, a very complex mix of resources to the numerous District programs to ensure efficient delivery of their mission and functions. Failure to exercise correct decision making in any one of these areas would lead to severe consequences. At minimum, poor decision making may result in imprudent or even unnecessary spending of resources. At worst, poor decision would impede or halt District functions and put the District and Department in violation of both Federal and State regulations on the expenditure of funds with the potential for sanctions or the loss of millions of dollars in Federal Highway monies.

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### PUBLIC AND INTERNAL CONTACTS

This position will have limited contact with members of the public. Internal contacts are quite extensive. Incumbent must maintain liaison with HQ Budgets, HQ Programs, DPAC and HQ Human Resource staff. District contacts will be at all levels of the organization, from entry- level staff to executive level management. Contacts will include, but not be limited to, consultation on Operating Expense, Online Time Reporting issues and CAL-Card issues.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

To carry out the functions of this position, the incumbent must have the ability to multi-task, and adapt to frequent, substantial and unexpected changes in processes and/or priorities; the incumbent must be able to interpret and analyze printed materials and electronic materials; must be able to analyze request for assistance or data presented and determine appropriate actions to be taken; must be able to sit for long periods using keyboard and video display terminal; must be able to operate equipment needed to perform daily operations (such as PC, copier, fax, printer); must be able to communicate ideas clearly; must be capable of performing the duties of the position under often stressful, tight schedules; the incumbent must be able to work long hours during stressful emergency response situations; and the incumbent must be able to maintain positive working relationships.

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### WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employee will occasionally be require to travel in State, but the travel will not be frequent Overtime may be required to accomplish projects with short deadlines, and vacation may be restricted during times of peak workload activities.

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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