

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Manager I	OFFICE/BRANCH/SECTION District 5-Program/Project Management	
WORKING TITLE Program Manager	POSITION NUMBER 905-100-4800	EFFECTIVE DATE 06/01/2015

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 general supervision of the Deputy District Director for Program/Project Management, the Program Manager is the supervisor for the Program Management Branch which includes Programming and Project Control staff. The Program Manager is responsible for programming aspects of the District's projects in the adopted State Transportation Improvement Program (STIP), State Highway Operation Protection Program (SHOPP), Corridor Mobility Improvement Account Program (CMIA) and Minor A Program. Incumbent advises the Deputy District Director - Program Project Management (PPM), Project Managers, Project Management Support Unit (PMSU) and directs and supervises staff in performance of Project financial structure including expenditures, costs, and programming symmetry/balance through the use of Project Identifiers (PIs).

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
20%	E	Functions as the supervisor for the Program Management Branch. Identifies staff training needs; provides personnel guidance and discipline; sets individual workload and prioritizes assignments, and interacts with District and Headquarters Personnel Units on hiring, promotional, and other employee actions. Provide oversight, technical expertise, and policy direction concerning Programming and Project Control issues to the Project Management staff.
20%	E	Manages Programming information for projects in the STIP, SHOPP, Minor A and CMIA documents. Monitors all projects for eligibility of federal funds and ensures that federal fund use is maximized within the District list of projects by maintaining federal eligibility for PIs that are eligible for federal participation. Ensures that sufficient dollars are available to fully fund each project at time of delivery. This may involve developing project priority lists to manage within allocation plans for budgetary reductions. Ensures accurate programming information in the Department's databases (OPI, XPM, PMCS, CTIPS, PRSM, AMS Advantage, etc.) at all times. Maintains program database information to keep it current and accurate, and communicates and coordinates this information with the Deputy District Director, Project Managers, PMSU Branch Chief, Central Region and Headquarters Programming Staff.
20%	E	Coordinates closely with the Project Managers to address project cost changes, recommends strategies to balance funds within the Programs; liaison with Regional Transportation Planning Agencies (RTPA) to address the funding of project phase components and cost changes. Participates in the preparation of Program Change Requests, Funds Request, and processing of STIP and SHOPP amendments. Oversee the development, maintenance, and review of the District 5 portion of the Federal Statewide Improvement Program (FSTIP). Monitors CTC agendas and vote allocations.
15%	E	Oversees the establishment, supplementation, and approval of capital and support PIs in the computerized system. Ensures that controls are in place so that PIs conform to the statutes, approved budget and activity plans, management policies, and that PIs reflect the authorization and appropriations of Governor's Budget, and that corrective actions are taken if documents do not meet established criteria. Oversees that action is taken for PIs at prescribed milestones to reflect the development and status of the project phase it describes, throughout the lifecycle of the project, from initiation to final accounting.

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15%	M	Participates with Maintenance Engineering, Traffic Operations and Traffic Safety to prioritize Minor A projects and Candidates, and develops a three-year delivery plan. Coordinates with the Project Managers monthly on delivery issues and tracks the progress of the projects. Coordinates with Headquarters Programming to meet delivery commitments, monitor Minor A funding levels, and to request additional funds when necessary.
10%	M	Works closely with Headquarters Transportation Programming to be aware of policy changes during the fiscal year as well as shifts and trends in future programming cycles. Continuously advises the District Program/Project Management staff, other District Division staff, and RTPA staff and consults with the Deputy District Directors and Central Region Program Management Branch to develop action plans in response to Programming issues and concerns.

¹ESSENTIAL 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 provides first-line supervision for employees in the classifications of Staff Services Analyst, Associate Governmental Program Analyst, and Associate Transportation Planners.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Program Manager must possess knowledge of the policies and practices of employee supervision, development and training and a general knowledge of the following:

- Department's operations relative to budget, Program/Project Management and Project Development principles and practice, accounting principles, departmental and transportation principles, federal programs, SB45, and exercise good judgment.
 - Must be able to identify, plan, organize, and direct the workload of subordinate staff including setting deadlines for completed staff work. Must possess the interpersonal skills to become an effective leader and supervisor.
 - Must have a comprehensive knowledge of the Departments' organization, policies, procedures, and practices in Transportation Programming. This includes knowledge of State and Federal funding programs, as well as local agency funding requirements.
 - Ability to independently interpret Program information, Department policy, planning, programming, and project information to be able to make recommendations to the Division and Management, resolve problems, take corrective action, and instruct others to insure the most effective and appropriate outcome is achieved.
 - Must work cooperatively and develop good working relationships with other District staff, Central Region, and Headquarters; have the ability to make logical decisions, communicate effectively both orally and in writing using correct grammar, spelling and punctuation to prepare correspondence and comprehensive reports.
 - The incumbent should possess the ability to utilize computer programs such as Microsoft Word, Excel, and databases such as Access, to their full capacity.
 - Must have knowledge and experience, or the ability to learn and use several on-line and personal computer programs, including CTIPS, AMS Advantage, infoAdvantage, PMCS, XPM, and OPI.
 - Ability to handle multiple priorities with minimal direction under stressful situations and to prioritize workloads so that deadlines are satisfactorily met.
 - Ability to reason logically and creatively utilizing analytical alternatives, make recommendations, and develop action plans for solutions.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for exercising a wide degree of initiative and working independently when carrying out budgeting and resource allocation duties. Consideration of all input and pertinent factors is crucial to reaching conclusions and taking appropriate actions. The ability to work effectively with Project Managers, District Management, Central Region Management and Headquarters Program and Project Management, Headquarters Budgets and Accounting is essential. Errors, poor judgment or failure to recognize and communicate critical issues could result in missed deadlines, the expenditure of funds that are not budgeted or the establishment of an illegal obligation, loss of funding, loss of federal and capital revenues, jeopardize the assignment of delegated authority, and non-delivery of projects that could damage the District's working relationship with external transportation partners. Consideration of all input from District and Central Region Divisions will be crucial to reaching proper conclusions and taking appropriate

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actions in support of District Management.

PUBLIC AND INTERNAL CONTACTS

The incumbent requires continuous interaction and an effective, cooperative and professional working relationship with Headquarters Project Management, Program Management, Budgets, and Accounting, District and Central Region Management, Project Managers, and local agencies. The contacts may be in person, by phone, email, fax, or correspondence. The Program Manager must be able to resolve emotionally-charged issues reasonably and diplomatically; handle politically sensitive issues discretely, and keep management aware of potential problems.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will primarily work in a climate-controlled building with modular furniture and under artificial lighting. Employee may also be required to travel. Travel to meetings may begin at 5:00 am and continue to 12:00 am, with an occasional overnight stay out of town.

WORK ENVIRONMENT

Incumbent will be required to sit for periods of time using a personal computer and attend meetings, training classes or travel. The incumbent may be required to drive state vehicles to perform required duties. If incumbent drives a state vehicle, they must possess a valid California Drivers License.

Must be able to focus, concentrate, and maintain intensity for long periods of time. Must deal effectively with pressure and have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice or meet strict deadlines. The incumbent must be able to rapidly compile information and solve problems. Must grasp the essence of new information and disseminate and incorporate that information as appropriate. Must be open to change and new information; adapt behavior and work methods in response to new information, changing conditions or unexpected obstacles.

Must be able to develop and maintain a working relationship with large numbers of staff within Central Region, District and HQ as well as with external customers. Must have ability to lead and encourage others to perform and provide quality service for high performance; and the ability to interact with many people, often in highly intense and emotionally charged situations while maintaining a calm and diplomatic attitude.

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.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE