

**DISTRICT 6  
PROGRAM/PROJECT MANAGEMENT DIVISION  
STAFF SERVICES MANAGER I (SUPERVISORY)  
AGREEMENTS UNIT  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Staff Services Manager I (Supervisory)	<b>DISTRICT/DIVISION/OFFICE</b> District 6 – Program/Project Management – Agreements	
<b>WORKING TITLE</b> Agreements Unit Supervisor	<b>POSITION NUMBER</b> 906-100-4800-XXX	<b>EFFECTIVE DATE</b>

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT:**

Under the general direction of the District 6 – Deputy District Director, PPM, the incumbent is responsible for managing, directing and overseeing the preparation of various agreements between Caltrans and other entities and various types of project development work on locally funded, non-sales tax projects. Duties include, but are not limited to:

**DUTIES SHALL INCLUDE:**

Percentage	<u>Job Description</u>
Essential (E) / Marginal (M)	

30% (E) Plans, supervises, assigns and monitors work, gives instruction and guidance, maintains discipline, makes decisions, and handles difficult technical and administrative issues involved with directing the work of Administrative staff. Reports to the Office Chief on critical issues and activities relating to the areas assigned.

20% (E) Provides and implements contract management and administration for consultant contract and interagency agreements for High Speed Train (HST) that Caltrans is delivering. Oversees budget reporting and analysis based on current and estimated expenditure data from HST consultants. Responsible for providing multifaceted statistical reports to Management.

- 20% (E) Incumbent will provide oversight to ensure the proper development and implementation, of Cooperative Agreements, Contribution Agreements, Relinquishment Agreements, Highway Improvement Agreements, and Interagency Agreements. Coordinate the approval, maintenance and administration of agreement process. Review and make recommendations for proposed agreements.
- 10% (E) Incumbent will be responsible for managing, directing and overseeing the project development process of locally funded, non-sales tax projects and design oversight of work by local agencies. May act as project manager of Caltrans projects directly related to locally funded projects.
- 10% (E) Incumbent is responsible for assuring the proper development, coordination and maintenance of Freeway Agreements and controlled access of Agreements. Responsible for managing and overseeing studies requested in connection with new freeway connections and crossings. Incumbent is also responsible for assuring that: various planning documents are reviewed and responses are made; reviews are made in response to requests for encroachment permits; and recommendations are given concerning compatibility with the State Highway System.
- 10% (E) Incumbent would be responsible for creating contract documents (CT) in AMS in order to payout monies to local agencies. Must be able to interpret and utilize Cooperative Agreements to ensure CT documents are accurately completed. Would work closely with District Project Control to ensure sufficient funds available to pay for all services rendered as required by contract consistent with contract terms and conditions. Incumbent would create invoice certification for payment processing.

### **SUPERVISION EXERCISED OVER OTHERS**

The incumbent will provide supervision to Technical and Administrative staff.

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

The incumbent must have a thorough knowledge of agreements, technical writing skills, and ability to effectively direct and manage staff regarding development of the needed agreements.

The incumbent must be able to process agreements, technical reports and correspondence, make effective oral presentations and work effectively and cooperatively with department staff, local agencies, developer staff and the public.

The incumbent must be familiar with the agreement standards, design standards, the project development process, guidelines, and regulations concerning locally funded projects. The incumbent must have a high degree of analytical ability to review and respond to documents and reports submitted relative to Caltrans work and work by others.

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

The position requires a high level of knowledge about the procedures relative to the activities of the Agreements Unit. The Freeway Agreements, Cooperative Agreements, Interagency Agreements, and Contribution Agreements, Relinquishment Agreements and Highway Improvement Agreements and require thorough knowledge in agreement processing, development, and execution. The use of poor judgement or the giving of inaccurate information regarding the agreements could be damaging to Caltrans and could cause time delays and costly corrections for Caltrans and the outside agency. Such errors could result in adverse political ramifications and embarrassment to the department.

### **PUBLIC AND INTERNAL CONTACTS**

The incumbent will be required to coordinate with other sections in the District and in Headquarters. The incumbent must have a good knowledge of District and Headquarters organizational systems in order to establish contacts and to direct inquires when applicable. The incumbent will be involved with technical/professional level staff members of consultants and outside agencies. The incumbent will actively participate in meetings that include District staff, developer's staff, and local agency staff. The incumbent will need to communicate project information to various agencies, private individuals and groups.

### **PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

Must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must possess the ability to work under pressure. Must be able to analyze raw data, reason logically, recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision-making.

