

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Staff Services Manager I (Supervisor)	OFFICE/BRANCH/SECTION Central Region – Program/Project Management Consultant	
WORKING TITLE Consultant Contracts Supervisor	POSITION NUMBER 906-100-4800-XXX	EFFECTIVE DATE

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; reporting to work as scheduled; 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 direction of the Branch Chief (a Supervising Transportation Engineer) of the Central Region Program/Project Management Division Consultant Services Branch, incumbent is responsible for Consultant Service Branch management and contract administration. Incumbent will manage and implement consultant services contact procedures for the District. Incumbent will provide support and direction to all other Region staff in the execution of contracting responsibilities.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
55%	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 staff involved in Consultant Services Branch. Reports to the Office Chief on critical issues and activities relating to the areas assigned.
25%	E	Provides and implements contract management and administration for consultant contract and interagency agreements. Represent the District and provides expertise on contract management. Acts in a technical specialist capacity regarding the financial management of consultant contracts. Oversees budget reporting and analysis based on current and estimated expenditure data from consultants. Responsible for providing multifaceted statistical reports to HQ Project Management.
10%	E	Develops the scope of work for contracts and interagency agreements for Capital Outlay Support (COS) work utilizing information from the Project manager, project workplan, and other functional units that are involved in the project.
5%	E	Provide direction and consultation to the District's Program/Project Management Division regarding contracting out needs and issues.
5%	E	Develops and provides the Region's recommended consultant selection committee for contracts in the Central Region to the Office of Service Contracts. Provide expertise and guidance on consultant selection.

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

Supervises a number of Administrative staff. Provides technical direction to all other Region staff in the execution of contracting responsibilities.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services; principles and practices of employee supervision, development, and training; program management.

Must have knowledge of current department's goals and policies; governmental functions and organization at the State

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and local level; departmental guidelines, preparation of plans, and specifications, the contracting out process, federal regulations, and current law in order to ensure proper State compliance.

Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems and develop and evaluate alternatives. Ability to evaluate and make recommendations concerning the appropriateness of contracting consultant services for various work efforts.

Ability to identify and resolve issues and to persuasively negotiate all agreements with various agencies and parties.

Ability to communicate effectively; possess excellent written and verbal skills to effectively communicate technical information in reports, correspondence and meetings.

Ability to represent Caltrans interest when coordinating with consultants, understand and evaluate both the performance of consultants and the product they produce and to communicate both verbally and in writing with a high degree of success.

The analytical skills to analyze and evaluate consultant proposals; analyze project engineering requirements and schedules and recommend types of methods of consultant services.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for independent action and initiative in evaluating consultant proposals and interpreting consultant contracts for engineering services related to highway capital outlay projects. Any indecision or inaccurate data may result in delays in delivery or contract management.

PUBLIC AND INTERNAL CONTACTS

Frequent contact with District managers and supervisors and internal contacts throughout the Department at all levels. External contacts with the Federal Highway Administration, consulting firms, local agencies, State agencies, Headquarters and the Administrative Service Center.

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.

Must be able to develop and maintain cooperative working relationships and behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to internal and external customers.

WORK ENVIRONMENT

The incumbent will primarily work in a climate-controlled office under artificial lighting. However, due to unexpected heating and air conditioning problems, the building temperature may fluctuate. Incumbent may also be required to travel and occasionally may be exposed to a variety of altering weather conditions (extreme cold or hot weather).

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

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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE