

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE STAFF SERVICES MANAGER I	OFFICE/BRANCH/SECTION D7/MAINTENANCE/ADMINISTRATION	
WORKING TITLE MAINTENANCE RESOURCES MANAGER	POSITION NUMBER 907-601-4800-	EFFECTIVE DATE

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 direction of the Caltrans Maintenance Manager II, the Staff Services Manager I (Supervisor) is responsible for managing and directing the fiscal and staff support services for the D07 Division of Maintenance. He/she will be responsible for the budgetary management in the District's Maintenance Program. Consisting of an annual multi-funded budget of managing over \$64,000,000 in Personnel Services Dollars, over 951 positions and over \$79,000,000 in Operating Expense Dollars, all spread out over various funding programs. The incumbent will monitor and control expenditures, develop strategic alternatives to budget, advise, recommend and direct budgetary actions and interact with external agencies and Headquarters divisions.

Additionally, the incumbent will coordinate the Division's staffing plans and oversees the Budget Resources, Hiring Process, Maintenance Agreements, Cell Phones, Utility Usage and expenditures, Clerical Support and the Warehouse activities for the district.

As the SSM I, the incumbent directs staff in the following areas of responsibility, but not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	Monitors and controls expenditures during the year to ensure compliance with budgetary and staffing allocations. <ul style="list-style-type: none"> • Reviews and authorizes expenditures for service contracts, material, and other operating expense items in excess of \$2,000. • Ensure proper accounting coding for expenditures. • Ensures proper encumbrance for the payment of future obligations. • Ensure personnel years (PYS) and allocations are not exceeded or under utilized. • Resolves payment of bills issues with all parties.
25%	E	Oversees and monitors hiring procedures including creation of duty statements, Personnel Action Request Forms (PARF), Hiring Consideration Form, Exemption Request and Action Request Forms (ARF).
10%	E	Coordinates with various Headquarters divisions, District divisions, and District managers to develop and allocate the resources (Personnel and operating expenses) to five maintenance regions, and the two engineering/maintenance support offices. <p>Additionally, the incumbent coordinates with executive staff to develop the yearly work plans and Maintenance Performance Contract for Level of Service goals.</p>
10%	E	Coordinates with executive staff, to develop staffing plan and organizational framework, including People on Board and vacancy statistics.
5%	E	Coordinates with internal budgetary staff and field managers on all budgetary issues regarding the funding for the maintenance field activities. <p>Coordinates with external auditors, Department of Finance, and other audit agencies in the audit of the Division of Maintenance fiscal records.</p>

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5%	E	Identifies potential allocations shortages or overages in the various categories of expenditures and requests and justifies adjustments of budgetary allocations to balance needs via Action Change Request (ACR) participates in justifying needs for Budget Change Proposals (BCP).
5%	E	Develops strategic alternatives in times of budgetary shortages and advises executive management on remedies to resolve the potential shortfall.
5%	E	Advises, recommends, and directs budgetary actions to executive staff on a routine basis, biweekly meetings and as needed on all related issues and makes decisions that affect operations. Handles and resolves difficult technical and administrative issues in connection with the budget.
5%	E	Prepare budgetary and fiscal policies for divisional needs.

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

This position supervises a staff consisting of Associate Governmental Program Analysts, Staff Services Analysts, Caltrans Maintenance Supervisor, and Office Technician (Typists).

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of the State's, Department's, Division's, and District's budgetary principals, fiscal process and goals.
- Knowledge of transportation economics and financing factors with the District Maintenance budget.
- Knowledge of the principals, practices, and trends of governmental budgets, management analysis, accounting principals and practices, and purchasing and contracting out principals and practices.
- Knowledge of the hiring process and related procedures.
- Knowledge of maintenance agreements (local agencies) procedures.
- Knowledge of supervisory practices and procedures.
- Ability to direct staff in all areas of responsibility.
- Ability to analyze and evaluate highly complex budgetary policies and procedures to develop courses of actions.
- Ability to evaluate voluminous amount of financial data and develop conclusions and courses of actions within a short response timeframe.
- Ability to present budgetary information and data effectively both orally and in writing to internal departmental staff and outside agencies and organizations.
- Ability to advise and consult with management engineers, maintenance region managers, on complex budgetary information and policies.
- Ability to comprehend the diverse issues affecting the Division of Maintenance.
- Ability to establish and maintain a cooperative working relationship.
- Ability to be self-reliant and take independent actions as needed to resolve issues.
- Ability to use the personal computer with these software applications: Windows XP , Excel, Word, Access, Power Point, Org. Plus, and Lotus Notes.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is the District Division of Maintenance staff services supervisor for budgetary, fiscal, telecommunications, hiring of personnel, agreements, cell phone, clerical support and warehousing; therefore he/she is accountable for these decisions and their impact upon the Division of Maintenance's effectiveness. Errors in judgment can cause a major negative impact on five maintenance regions and two engineering/maintenance support offices. The end result of errors may result in delaying the traveling public and in some case may cause injuries or possibly deaths due to unsafe highways or bridges. Additionally, the incumbent errors will have a major impact upon the District's commitments since the District Division of Maintenance has over 45% of the District's personnel staffing, a significant portion of the District operating budget, and a major portion of the materials and equipment budget.

PUBLIC AND INTERNAL CONTACTS

The incumbent has extensive personal contact within the District Division of Maintenance, Headquarters' Division of Maintenance, and various operational district divisions. His/her contacts are with many levels from Deputy District Director of Maintenance down to entry level to assure effective handling of Maintenance functions. Whenever recommendations must be made and plans formulated in determining the distribution of limited resources, the incumbent's contacts are often complex and sensitive in nature. Whereas each entity is involved in promoting its own programs and

opinions, the incumbent must be able to communicate genuine concern for these positions without losing sight of the overall program goals, mission, and objectives.

Public contacts are with the Department of Finance Auditors, Certified Public Accountants and Local Agencies concerning historical and planned maintenance expenditures. This position acts as the focal point for all internal and external audits of maintenance expenditures.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position may require long periods of time sitting at a computer researching data input or report development and sitting in meetings. This position will have a high degree of mental stress and require diplomatic communication in adverse situations.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial light. The work environment is open-space-cubicles. Incumbent may also be required to travel to off-site locations for meetings.

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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
