

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Manager I	OFFICE/BRANCH/SECTION District 8/Administration. Office of Budgets	
WORKING TITLE Assistant District Budget Manager	POSITION NUMBER 908-012-4800-XXX	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 District Budget Manager, Staff Services Manager II, this position is the working level administrator who serves as the Assistant District Budget Manager. Supervises staff responsible for Resource Management, including Persons on Board, (POBE), managing the District's position numbers as well as the District's Personal Services Dollars (PSD). Works very closely with the District Budget Manager in developing critical management reports. Acts independently and accomplishes tasks through subordinate staff. Receives direction from the District Budget Manager on the most complex and critical matters.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Oversees staff who functions as District's liaison to Human Resources. Supervises staff who, with input from hiring supervisor/manager, update duty statements, prepare justifications for new positions or proposed classification changes, and originate Personnel Action Request Forms with all supporting documentation including current/proposed organization charts as required to fill vacant positions or establish new positions. Directs staff who schedule and coordinate hiring interviews and works with Division Supervisors and Managers and Human Resources staff to complete the hiring process. Subordinate staff also independently analyze Personal Services Dollar (PSD) allocations authorized positions and Persons on Board (POBE) to determine if staffing and resource usage is appropriate, strategize with Division's supervisors and managers to ensure staffing needs are met.
45% E	Provides direction to staff who prepare PSD's for the District's allocation. Staff receives allocation at the beginning of each year, by program by fund type and is responsible for establishing the District's Core Reports for the Executive Team. If it is determined that a fund type is scheduled to overrun, to work with the program manager and with HQ's programs ensure an overrun does not occur. Provides direction of staff who will maintain the District's Core Report database. Responsible for the staff who prepares and submits monthly reports for program management. Staff also evaluates, reconciles and audits monthly, quarterly and annual expenditure reports; interprets data and develops various functional reports such as staffing plans, District Core reports, etc. that are provided to management to proactively manage Program funds.
5% M	Assists the Budgets Office in all facets of budget administration and other duties as requested by the Budget Manager.

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

Provides supervision to Associate Governmental Program Analysts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a comprehensive knowledge of the Department's entire budget development analyses and control process, including the State and Federal laws on which it is based as well as the Department's State Administrative Manual, CalHR Hiring Guidelines and all program requirements. Must have a good understanding of the Program/Division relationships, Work Plan development process (support Budget) and understanding of the laws and rules governing the use of borrowed and temporary personnel; a basic understanding of the Accounting reports available through the AMS Advantage; the ability to conduct studies and analyze data in a manner that provides District management the guidance

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needed for proper Program/Division control. Must be able to develop charts and graphs, which clearly display information. Must be able to communicate effectively, both orally and in writing. Open communication must be maintained with all the District management and staff as well as Headquarters and other District liaisons. Correspondence with the District and to Headquarters must be handled on a continuous basis. Must be able to gain and maintain cooperative working relationships with all levels of contact. Must be able to recognize potential problems, either personnel, financial, or scheduling that are project related, and initiate or make recommendations for corrective measures. Must be able to identify and analyze budget issues related to project development, changing legislation, departmental policies, personnel needs and program requirements; to evaluate and consider all these factors and their impact on the District's Capital program, and effectively develop action to react to these changes. Must be able to represent the District effectively in a variety of complex and sensitive environments related to resource management.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

As a maximum, errors in judgment could result in placing the District in violations of constitutional and statutory constraints on the use of highway user, taxes or other revenues and appropriations. As a minimum, any error in development of support requirements could result in the district's placed in a situation of not being able to deliver its approved Project Delivery Program, or could cause a large expenditure of personnel and financial resources. As a focal point for functional input, to and from management, a breakdown in internal communication would greatly hamper management's ability to respond to the District's needs.

PUBLIC AND INTERNAL CONTACTS

Has daily contact with the District Director, Deputy District Directors, Branch Chiefs, and project Engineers. Frequent contacts are made with Headquarters Division Chiefs, Branch Chiefs, Program Managers, and Budget Liaison Analysts on matters relative to project approval, budget adjustments, and program direction.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Employees may be required to sit for long periods of time using a keyboard and video display terminal. Employees may be required to move large or cumbersome reports from one location to another. Ability to work on a keyboard; manual dexterity, sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.

Mental: Must grasp essence of new information and master new technical and business knowledge. Must have the ability o multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize large volumes of varied documents. Employees must be able to concentrate in order to review and create documents and meet deadlines at times.

Emotional: Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance.

WORK ENVIRONMENT

While at their base of operations, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperatures may fluctuate.

Overtime may be required, and vacations may be restricted, during peak time and fiscal year-end closing.

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
