

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Manager I	OFFICE/BRANCH/SECTION District 8/Legal	
WORKING TITLE Staff Services Manager I	POSITION NUMBER 908-013-4800-002	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 general direction of the Deputy District Director of Administration, a C.E.A, the Staff Services Manager I has full supervisory responsibility for the Legal Support branch; plan, organize, coordinate and direct a staff of journey-level employees in the administration of activities related to the Office of Legal Support and Claims. Acts as the District 8 liaison between the Legal Divisions in Headquarters, Los Angeles and San Diego.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	Review potential claims to determine if preliminary investigation is warranted. Review the State of California, Victim Compensation and Government Claims over \$25,000 to determine if preliminary investigation is warranted and if the Department should pay for the damage rather than risk litigation. Supervise the handling of the Board of Control claims between \$25,000 and \$1,000 and review any claim that is recommended for approval. Supervise the approval/denials of claims under Government Code Section 935.7 "settlement of claims against Caltrans", and sign all approvals for payment. Provide guidance on Small Claims court action and represent the Department in the more difficult, sensitive or complicated small claims courts action. Supervise and assign tort lawsuits to the Legal Support officers.
20%	E	Handle the most sensitive lawsuits, answering interrogatories, motions to produce, obtain trial exhibits and testify in depositions and trials.
20%	E	Review Project Initiation Proposals, Project Study Reports and Design Exception Memos from the various departments for detrimental statements and proposals. Coordinate legal opinion requests between the various District Divisions and the Legal Divisions. Investigates, evaluates, and answers Legal Complaints from District Management, the Public and Elected officials.
10%	E	Provide direction, guidance and training for staff in Legal Support.
5%	M	Clear Public Requests for Public Affairs and Map Files. Clear Subpoenas directed to the custodian of records.

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

Direct supervision over a Staff of 3-5 persons.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**Knowledge:**

Must know and understand the Civil Code, Evidence Code and Code of Civil procedure, Design Manual, Traffic Manual, Maintenance Manuals (volume one and two), Standard Specifications, Standard Plans, Statutes. Must understand Tort Law, Drainage Law, Public information Act, the Disability Act, and the Vehicle Code. Must have a thorough understanding of the Traffic Accident Surveillance Analysis System. Knowledge of the filing systems of each Division,

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map files and the Records Center. Must be current on District and Statewide Policy and Procedures. Must understand the State and District Budgeting process.

Abilities:

To research information; interview expert witnesses and persons most knowledgeable in specific areas. Ability to interpret As-Built plans; proficient use of computer software, specifically Word, Excel, Access, inter and intra net. Must be able to use the mainframe for such things as Traffic Accident Surveillance and Analysis System (TASAS) and Map file record retrieval; will be required to instruct attorneys how to read and understand TASAS tables A, B and C's, Traffic Investigation Reports and Integrated Maintenance Management system; Ability to speak and write effectively; establish and maintain effective working relationships; good public relations skills, particularly in dealings with witnesses, claimants and citizens and plaintiffs attorneys.

To reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators, engineers and managers on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources and effectively contribute to the department's affirmative action objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Documents provided for litigation are signed under penalty of perjury. If errors are proven the person signing is than subject to sanctions, a fine, jail or all three or the Department may be prevented from using or contesting the use of the information. Errors in judgment could lead to the loss of multimillion-dollar lawsuits. Missing information that turns up later could lead to excessive legal judgments against the Department and damage to its image and credibility.

PUBLIC AND INTERNAL CONTACTS

Has frequent contact with Federal officers with California Highway Patrol and Multidisciplinary Accident Investigation Team (MAIT) members, locals Police and the Sheriffs office. Answers requests from legislatures, works with San Bernardino Associated Governments and Riverside County Transportation Commission management and their attorneys. Works with outside legal firms that the Department has tendered their defense too. Deals with all the contractors that have projects within the District. Have Dealings with the District Attorneys office. Will work with and interview expert witness from various fields. On a daily basis will work closely with attorney's form the Los Angeles, San Diego and Sacramento offices. Will work with Division Chiefs in Sacramento to bring about changes in policy. Maintains close contact with General Service's office of Risk Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Field trips will be required. Some locations may be 3-4 hour drive.

Mental: Must be able to differentiate between statements that are true and those that are incorrect. Assist in the determination of the reliability of prospective witnesses; analyze and determine engineering deficiencies at the locations of litigation.

Emotional: Must be able to work within very short time constraints, must be able to respond appropriately to difficult situations, recognize emotionally charged issues, and work with hostile demanding public.

WORK ENVIRONMENT

The work environment will generally be indoors with occasional field trips. May research for information in dimly lit and dusty areas.

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.)

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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