

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE STAFF SERVICES MANAGER I	OFFICE/BRANCH/SECTION 690 (2374) MAINTENANCE DIVISION - NORTH REGION	
WORKING TITLE MAINTENANCE RESOURCE MGMT	POSITION NUMBER 908-690-4800-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:

Working under the general direction of the Maintenance Manager I, the Staff Services Manager I is responsible for directing the activities of the administrative staff in District 8's Maintenance North Region, works with the District Office staff for Maintenance budget monitoring and various other Maintenance administrative functions as required. The incumbent is responsible for supporting the Maintenance management personnel with financial and personnel services to enable them to manage their respective branches in a professional and productive manner.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
60% E	Supervises the development and monitoring of the Maintenance Region Office staff that provide a wide variety of business services to the Region Managers, Superintendents, Supervisors and Headquarters Program Managers. Responsible for training and management of maintenance resources to adequately respond to needs as they arise and assure that levels of service are maintained. Monitors and supervises the preparation of all expenditure tracking documents; ensures that managers/supervisors revise duty statements as needed, at least annually, and that all employees have a signed duty statement in Human Resources; develops seasonal hiring plans; Signal & Lighting cost sharing distribution agreements; material acquisitions; various contract payments including emergency contracts and cooperative agreements and accounts payable processing. The incumbent will be responsible for Integrated Maintenance Management System (IMMS) Administrative assignments as it relates to monitoring, supervising and training staff who are assigned IMMS duties.
20% E	Works directly with the Region Maintenance Managers in refining existing fiscal and personnel resource management processes as well as developing innovative and technically sound alternatives, processes and procedures to continually ensure and emphasis on smart business decisions in the Maintenance Division. Responds to both routine and technical questions pertaining to policies, problems and concerns from the public, other agencies or departments (including external and internal), both written and verbal. This requires extensive knowledge of departmental rules, regulations and policies. Serves on a variety of internal departmental advisory committees. Acts as a liaison between the Region and departmental service centers.
15% E	The incumbent will work closely with the district Budget Office and maintenance staff involved in the budget and accounting process specific to the region. Work with Maintenance Region Managers on sub-allocations and area expenditures for various crews, assist staff in the development of contracts and contract monitoring.
5% M	Assist Region Office Staff with workload and special projects assigned to the maintenance regions.

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

The incumbent supervises two Associate Governmental Program Analysts, one Staff Services Analyst, two Office

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Technicians (typing), and up to three Permanent Intermittent Office Technicians (typing) during peak workload periods.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess sound knowledge and expertise in all facets of business administration, as well as, budget planning and financial administration; must be well versed in the legislative process and the department's goals and objectives; must have the ability to work independently as a technical expert, make clear recommendations, set priorities and meet deadlines. Efficiently and effectively manage, utilize and balance priorities among all available resources including regular staff, overtime, service contracts, operating expense, rented / departmental equipment and other Caltrans staff. The incumbent must have excellent analytical, managerial, and organizational skills; must have the ability to quickly acquire thorough knowledge of the latest budget and personnel processes, as well as the organizational and functional composition of the division; must possess excellent interpersonal skills and work cooperatively with staff at all levels; must possess excellent communications skills, both orally and in writing. Must have knowledge of processes regarding the maintenance hiring plans; hiring packages and duty statements.

The individual must possess concrete knowledge of the principals of accounting, principals of organization and management, research techniques and statistical principals and procedures; knowledge of the legislative process and departmental budget policies and procedures, and a working knowledge on the budget monitoring system.

Incumbent must be able to perform detailed and careful reviews of budget requests to ensure resource levels are consistent with the division's work priorities and make appropriate decisions. This individual must review, analyze, evaluate, prepare and process Budget Charge Proposals and contracts. Incumbent and staff must conduct system studies of functional management systems to determine their effectiveness in predicting Personal Service Dollars and Operating Expense needs; also conducts operational studies to develop workload indicators for use in budget forecasting; conduct work measurement analysis to help develop work norms and performance standards.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The decisions made by the Staff Services Manager I may not be reviewed and must be carefully thought out to assure that established policies and procedures are maintained. This position makes monetary decisions that have an impact on the various divisions in Caltrans District 8. The incumbent is responsible for ensuring that expenditures stay within budget limits. Failure to do so could result in costly overruns and severe impacts to our fiscal solvency. In this capacity, the position must make diplomatic decisions consistent with State policy. Improper decisions could result in deadlines not being met and monetary loss to the program, other district programs and the State.

PUBLIC AND INTERNAL CONTACTS

The Staff Services Manager I has frequent contact with the District Budget Manager, Division, staff, the District and headquarter Budget representatives and the District and Division Executive Staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee may be required to sit for long periods of time while using a keyboard and video display terminal or traveling in a vehicle to other locations; will be involved with sustained mental activity needed for analysis, reasoning and problem solving; must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully, and professionally; and must be able to work independently.

WORK ENVIRONMENT

Work will be performed in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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