

**POSITION DUTY STATEMENT**

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE Staff Services Manager I	OFFICE/BRANCH/SECTION District 10/Administration/Resource Management	
WORKING TITLE District Resource Manager	POSITION NUMBER 910-001-4800-007	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:** (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

As Chief of the Office of Resource Management, the incumbent has overall responsibility for the supervision of seven employees performing a wide range of administrative functions. These functions include: budget allocation, monitoring and projecting; position management, fund certification, encumbrance management, project control, out-of-state travel coordination, the District Safety and wellness Program, and personnel transaction services. Establishes internal policies and implements same to ensure activities are performed consistent with departmental program goals. Ensures timeliness of service and project delivery to customers. This position reports to the Deputy District Director, Administration.

**TYPICAL DUTIES:** (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50% (E)	Provide leadership and direction to the Budget Management Office. Direct the analysis and monitoring of expenditures to develop and control the District 10 personnel service dollar (PS), personnel year (PY) and operating expense (OE) budgets. Direct staff in compiling and analyzing PS, PY, and OE budgets by program, fund and categories of expenditure. In addition, directs the analysis and preparation of various POB (people on board) reports, maintenance of the POBE (people on board equivalent) database, position management/control activities, PARF processing, accounting, cashiering, and organizational chart maintenance. Direct staff in the development of the yearly activity plans for PS, PY, and OE. Works with managers and supervisors to ensure positions are established within budget authority. Represents the District on statewide task forces or committees working on management issues ensuring District needs are considered. Work with managers and supervisors in District and Central Region to ensure timely development and negotiations for cross-allocations. Provide recommendations to management on budget issues.
15% (E)	Provide leadership and direction to the District Safety and Wellness staff ensuring that all services are provided to District and Central Region staff in a timely and professional manner, that departmental and external policies and regulations are followed, and that Worker's Compensation and Reasonable Accommodation issues are appropriately handled
15% (E)	Provides leadership and direction the Personnel Transactions staff ensuring that all personnel services are provided to the District and Central Region staff in a timely and professional manner.
10% (M)	Provides leadership and directions to the District Project Control Officer ensuring EA's/Project ID's are established and maintained in an accurate and timely manner.
5% (M)	District Cal-card program manager
5% (M)	District Gatekeeper for AMS/Advantage and Issue/Error Resolution.

<sup>1</sup> ESSENTIAL 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**

Directly supervises two Associate Governmental Program Analysts, one Staff Services Analyst, two Safety Specialists, one Personnel Technician, and one retired annuitant Staff Services Analyst. May be asked to act for the Deputy Director for Administration for short periods of time.

**ADA Notice**

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must demonstrate ability to: Analyze and solve the most difficult problems within the division, develop technically sound alternatives and solutions to all office problems; develop new policies, procedures, organization changes or revisions; convey ideas and thoughts clearly and logically, both orally and in writing; and negotiate and discuss technical business management office subject matter with vendors, contractors and other governmental agencies.

Must possess knowledge of: the laws, principles, practices and trends of training, quality, budgeting, public administration, safety and health, Department policy, current management and supervisory principles and all pertinent laws, rules and MOU, general office procedures, computer terminology, principles of accident prevention and safety practices. Must understand the principles and practices of employee supervision, development and training. Must have the ability to develop an effective team of subordinates to provide support services to the District. Must be able to establish guidelines and controls to assure that activities are being effectively accomplished. Must be an effective team member, and must be able to communicate well both orally and in writing. Must effectively contribute to the Department's Equal Opportunity objectives.

Must possess the following analytical requirements: Analyze and understand the implications of law, policy, rules, contracts and legislation pertaining to Caltrans activities. Must be able to develop and evaluate a variety of alternatives when faced with management challenges and be able to prepare and present findings and recommendations.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for ensuring that all transactions within the Office of Budgets, Safety and Wellness, and Human Resources meet legal requirements and are within appropriate delegations. In addition, incumbent is responsible for implementing policy, establishing work priorities and training employees in the units under his/her supervision.

Inappropriate decisions and recommendations can have a direct, adverse impact on the departmental program which could result in the loss of effectiveness in those programs, including over or under expenditures of funds. This could cause embarrassment and possible loss of the use of funds, adversely impact future funding levels, and loss of delegations.

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### PUBLIC AND INTERNAL CONTACTS

Incumbent independently consults with and advises other employees on the technical services available within the Office of Resource Management. Handles the more difficult queries with competence and integrity. Incumbent must be able to communicate effectively with Headquarters' functional managers, regional managers, district managers and supervisors, and individual employees while negotiating.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to move about in their daily supervisory activities on different floors and in multiple buildings. The incumbent will have to concentrate on highly technical details and successfully implement solutions. The incumbent will be expected to be emotionally and mentally capable of responsibly caring for state resources under their control and treating others with courtesy and respect.

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### WORK ENVIRONMENT

Incumbent will work in a climate-controlled office under artificial lighting. The incumbent will also be required to travel between the District Office, Headquarters, and other districts.

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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)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE