STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Manager I (SUPV)	Caltrans/D10-Programming and Project Management	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Branch Chief-Project Managment Support Unit	910-100-4800-XXX	

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.)

Under general direction of the Deputy District Director of the Programming & Project Management Division, provides support as the Branch Chief of the Project Management Support Unit. Incumbent is responsible for utilizing various Project Management scheduling and resource tools to manage the Capital Outlay Support Program (COS), oversight and Project Initiation Document (PID) projects. The incumbent is expected to work independently and will analyze problems, develop alternatives, and implement solutions. This position supervises a staff of administrative positions, Project Manager Assistant (PMA), who are responsible for maintaining accurate information regarding the scope, cost, and schedule of projects. The incumbent must also be able to manage multiple projects simultaneously, travel occasionally, and may be required to work long hours during cyclical and/or peak workload periods. Duties consist of, but are not limited to, the following:

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

Percentage Essential (E)/Marginal (M)[1]	Job Description
65% (E)	Supervises and directs the activities of the Project Management Support Unit in scheduling and resourcing using scheduling and resourcing tools for COS, oversight, and PID projects working with the Project Managers to establish project schedules and support costs; ensures quality assurance for project workplans; ensures proper implementation and use of Work Breakdown Structure (WBS) and charging practices; monitors, reconciles and reports project support budget expenditures (planned vs. actual). Researches issues, works independently to interpret project information, recognizes critical issues and offers solutions utilizing sophisticated computer applications, techniques and processes related to the planning, scheduling and status of projects in support of project management goals and objectives. Participates in reviewing, analyzing, and evaluation of project expenditure data; recommends allocation adjustments to Project Managers; researches and responds to project schedules, adjustments, incorrect charging practices, and direct or re-direct cost for project delivery for the Capital Program.
20% (E)	Provides support to the Deputy District Director of Programming & Project Management, PPM Programming and Project Delivery Support Unit Branch Chief, and the Project Managers on a wide variety of complex and sensitive issues and tasks including, but not limited to, project resources, workload, project report generation, and project status improvements. Attends Task Management Focus Meetings, Status Meetings, and Project Close-out meetings. Reviews and coordinates correspondence and responds to District management, HQ Project Management, HQ Programming, and Central Region Management.
15% (E)	Performs liaison and coordination duties with other District functions, Central Region functions, Division of Engineering Services, and HQ functions on the implementation of Project Management principles, including membership on several District, Central Region and HQ Task Forces for continued implementation and improvement of Project Management. Works with Central Region PMSU coordinators to establish and document business processes. Identifies business process problem areas and provide advice and guidance to management for resolution. Participates in various process improvement teams.

[1] 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.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent will receive general guidance and supervision from the Deputy District Director of the Programming and Project Management Division. The incumbent will exercise a wide latitude of independent action and will be required to make strategic independent decisions relating to project resource allocations.

The incumbent will supervise a staff of administrative employees.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Incumbent must have knowledge of Caltrans organization, departmental policies and procedures, the project development process, programming process, minor project delivery process, and Capital allocation process. The incumbent must be able to apply and communicate this knowledge effectively on a consistent basis. Incumbent must have knowledge of project funding and State, Federal and local funding implications.

Incumbent must be able to independently interpret internal and external program information and offer solutions to management and the division, plan and direct the work of others, prepare correspondence and complete comprehensive reports. Also, must be able to effectively communicate orally and in writing with persons at all levels of HQ Management, District, Region and external groups. The incumbent must have the ability to effectively use PC-based software programs (Excel, Microsoft Project, Word, etc…) for management or database purposes, and system based programs such as Central Region Web-App, CTIPS, PRSM, and AMS.

The incumbent must be able to analyze and interpret allocation documents and be able to extract expenditure information from the capital project work plans as well as from expenditure reports.

Incumbent must possess knowledge of the laws, principles, practices and trends of training, quality, budgeting, public administration, 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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for exercising a wide degree of initiative and for working independently when carrying out programming and project resource allocation duties. Consideration of all input and pertinent factors is crucial in reaching conclusions and taking appropriate actions. The ability to work effectively with Project Managers, District management, Central Region staff and management, HQ Programming and HQ Planning is essential. Errors, poor judgment or failure to recognize and communicate critical issues could result in missed deadlines, loss of programmable funds and subsequent non-delivery of projects, products and services and could damage the District's working relationship with external customers. Consideration of all input from District Program Advisors and District Planning will be crucial in reaching proper conclusions and taking appropriate actions on behalf of District management towards maintaining credibility in the eyes of local agencies, the Legislature and the public. In addition, incumbent is responsible for implementing policy, establishing work priorities and training employees in the units under their supervision.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain an effective, cooperative and professional working relationship with staff at all levels as well as with HQ Management, District and Central Region management, Project Managers, local agencies and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Requires manual dexterity to operate a computer for preparation of project models, reports, and forms. May be required to move large and/or cumbersome plans, and/or diagrams from one location to another. Requires occasional bending, stooping, and kneeling. The location of meeting sites may necessitate traveling on long stretches of highway through urban and rural areas. Must be able to travel for sustained periods of time and/or on uneven terrain. Some terrain may cause the jostling of a vehicle occupant.
Mental: Must be able to sustain mental activity to produce reports, problem solve, analyze and reason solutions and take the initiative to effectuate appropriate actions. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames.

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

Emotional: Requires interaction with people at all levels of the organization. It is important to develop good working relationships and work with all in a cooperative manner. Requires the ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to create a work environment that encourages creative thinking and innovation.
Incumbent must possess a valid California Drivers License.

WORK ENVIRONMENT

The incumbent will receive general direction from a SupervisingTransportation Engineer. The incumbent will exercise a wide latitude of independent action and will be expected to handle day-to-day decisions and tasks related to project development and related issues.

The employee will be working in an office that is composed of cubicles with very little outside lighting. It is a climate-controlled office under artificial lighting.

While at their base of operation, the incumbent will work indoors in a climate-controlled office under artificial lighting. Activities include, but are not limited to, sitting for prolonged periods of time while using the telephone, keyboard, and video display terminal. Keyboard use will be approximately 75% of the time. May require employee to work long hours and vacations may be restricted during expected and/or unexpected peak workload periods. Visiting the project site may involve exposure to vehicular traffic, construction equipment, dust, weather extremes, and walking on uneven surfaces and climbing slopes.

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.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE