STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Service Manager I	District 11/PPM Division/Consultant Services Unit	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Consultant Services Manager	911-100-4800-xxx	

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 Project and Consultant Management Branch Manager, a Staff Services Manager II, the incumbent is responsible for the development, administration, and monitoring of consultant service contracts. The services performed under these contracts include a wide variety of professional expertise including right of way, engineering, construction, and environmental consultation. Additionally, the incumbent supervises staff in the development, preparation, and analysis of consultant service contract documents. The incumbent, independently or in a team environment, guides staff to research and analyze data for reports and special projects.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
25%	E	Supervise the district's consultant service program, which includes initiating, securing, and managing consultant contracts. Exercise oversight on all consultant contracts and monitor and manage issues including initiation, compliance, and contract progress payments. Oversee the preparation, development, and/or processing of program expenditures, projection reports, and encumbrances. Responsible for forecasting budget requirements and tracking/managing district allocations by fund type. Work independently and assume responsibility for the work performed by the analysts by identifying needed skills, recommending and/or developing staff by providing necessary on-the-job training, and assigning/reviewing work.
25%	E	Administer the District's ongoing consultant service contracts. Ensure that the selected consultant complies with the conditions of its contract including accounting practices and disadvantaged business enterprise, disabled veterans business enterprise, and small business goals. Be responsible for fiscal and accounting processes (such as invoices) to ensure timely contract payment. Facilitate the development and execution of contract amendments/changes and oversee consultant performance evaluations.
25%	E	Initiate new consultant contracts in a timely manner. In consultation with the project or functional manager, oversee the development of of the scope of work, term of the contract, and the contract estimate. Administer the consultant selection process including, but not limited to, the development of the contract initiation request, the selection of payment provisions, the Statement of Qualifications, review, and the oversight of the consultant selection committee members. Review and approve cost proposal analyses and the facilitation of contract negotiations.
15%	E	Develop, implement (including training for district and consultants), and continually improve policies, procedures, and guidelines for the consultant selections process, contract administration, and contract oversight processes. Act as the district focal point for consultants, contract managers, management, and corporate representatives to resolve issues regarding the selection, administration, accounting, modification, and monitoring of contracts.
10%	M	Support and often take leadership role in the District's partnerships with various external organizations including the CalMentor, the Small Business Council, and its Professional Services Committee, and the Consulting Engineers and Land Surveyors of California (CELSOC) Transportation Committee.

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[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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Staff Services Manager I (SSM I) provides supervision to four analysts. Provides business process direction to one intern in the procurement and management of Architectural and Engineering contracts and project management activities. The SSM I provides functional supervision to Transportation Engineer (TEs). Functional supervision shall include setting work schedules, approving/denying leave requests, and approving time sheets. Due to the sophisticated nature of writing contracts it is necessary for the SSM I on the expertise of engineers regarding complex contracts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Budgetary Procedures
- Fiscal Management
- Project Development Process
- Contract Procurement and Administration

The incumbent must possess a sound knowledge and expertise in the development, analysis, and management of the consultant services program including, but not limited to, contract issues related to budget, scope, cost, funding, and schedule.

The incumbent must be able to consult with and advise the project team, management, and other interested parties on an effective course of action. In coordination with Project Managers, Functional Managers, and Headquarters units, the incumbent must be able to establish a clear a clear project scope to estimate the level of effort (Personnel Years Expense) necessary to meet project schedule commitments.

The incumbent must possess good analytical skills and technical expertise to interpret policies, agreements, and contracts; and develop and implement new and revised procedures. The nicumbent must have the ability to work independently as a technical expert, make recommendations, set priorities, and meet deadlines. The incumbent must be able to reason logically and creatively.

The incumbent must use accepted and appropriate supervisory skills in managing staff. The incumbent must have the ability to work independently, lead unit staff, make recommendations, set priorities, and meet deadlines. The incumbent must possess good interpersonal skills to work cooperatively with staff at all levels and backgrounds. The incumbent must also possess strong communication skills both orally and in writing. The incumbent must have the ability to present reports and presentations to both internal and external stakeholder groups. The incumbent must have knowledge of computer systems, mathematics, and the planning, programming, budgeting process, and Equal Employment Opportunity (EEO) policies.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be responsible for performing work in an accurate and timely manner by prioritizing tasks and exercising good judgement. The incumbent is responsible for decisions, actions, and the consequences inherent with the resourcing and development of the district's highway capital program. Failure to properly scope, estimate, or oversee contracts and interpret and ensure compliance with current contract procurement procedures could result in costly disputes with consultant and local agencies, legal actions, project delays, and improperly designed projects.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with employees in various branches of the District office and Headquarters, consultants, and public agency representatives for data gathering, consultant contract documentation and report processing, and program coordination.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

the incumbent may be required to sit for long periods of time to use a keyboard and video display terminal or attend meetings.

The work is technical in nature and requires good problem solving skills. The incumbent must be able to reason logically, recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision-making.

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WORK ENVIRONMENT

The incumbent works primarily in a climate controlled office environment under artificial and natural lighting. On occasion the incumbent will be required to travel to other public facilities.

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