

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Service Manager I	OFFICE/BRANCH/SECTION District 11/PPM Division/Project Control Unit	
WORKING TITLE Project Control Manager	POSITION NUMBER 911-100-4800-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:

Under the direction of the Project and Consultant Management Branch Manager, a Staff Services Manager II, the incumbent oversees and directs project business process activities to ensure data quality and timely delivery of products and services. Additionally, the incumbent supervises staff in the analysis of project delivery documents. The incumbent, independently or in a team environment, guides staff to research and analyze data for reports and special projects. The incumbent is required to represent the division and district on committees related to project delivery business processes and data quality.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	Supervises the preparation, development and/or processing of expenditure authorization (EA) requests, fund requests, supplemental fund requests, emergency project authorizations, federal funding authorizations, local assistance funding certifications, cooperative agreement reports, and other project delivery documents as required. Guides District staff in carrying out project delivery administrative procedures, laws and policies, and oversight and administration of federal grants for capital projects.
20%	E	Documents and communicates capital project delivery policies and procedures to District staff including, but not limited to, project and functional managers and executive staff. Additionally, the incumbent may represent the District at statewide meetings and communicate policies, issues, and/or outcomes to District staff.
15%	E	Oversees the research and analysis of project financial data and project charging practices. Ensures that capital project coding complies with program and accounting requirements. Communicates project financial status with project managers. Ensures that necessary accounting adjustments and updates to expenditure authorizations are identified and communicated in a timely and effective manner.
10%	E	Manages the unit's administrative staff and functions. Has responsibility over the unit's budget, training, human resources, and purchases. Be responsible for monitoring expenditures, budget capacity, and other administrative functions.
5%	E	Assumes 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.
5%	M	Participate in Division and District training development activities, employee recognition events, and performance goal development, etc. Acts in leadership roles and fosters awareness of project delivery business processes.

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 Staff Services Manager I provides direct supervision to five analysts and provides business process direction to assistant project managers and corridor project analysts.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess a sound knowledge and expertise in the development and management of capital programs, Caltrans' accounting systems and processes, and federal, State and regional laws and regulations relating to project delivery. The incumbent must also have a general understanding of project development, construction techniques, and transportation solutions to develop recommendations for budget change requests.

The incumbent must have good analytical skills and technical expertise in budgeting and have the capability to resolve budgetary problems with District, corporate, and regional metropolitan planning organization staff. The incumbent is required to efficiently investigate engineering and financial data, verify their accuracy and, with this information, facilitate the development of options and recommend a final course of action.

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 knowledge of computer systems, mathematics, and the planning, programming, budgeting process, and Equal Employment Opportunity (EEO) policies.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

It will be the incumbents responsibility to determine the basis for budget changes and/or schedule changes. The incumbent will then work with the project manager to determine other available options and draft a recommendation for management action. Mistakes or delays in these actions or a failure to fully assess available impacts or options could result in project failure (by not meeting needs of the project sponsor and/or the traveling public), delays, or the inefficient use of State funds.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with employees in various branches of the District office and Headquarters for data gathering, project delivery documentation processing, presentations, and program coordination.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Some bending, stooping, kneeling, and light lifting may be required to operate specialized equipment. The incumbent must have the ability to develop and maintain cooperative working relationships with others while gathering data and information for various reports. This may require responding appropriately to difficult questions and situations.

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.)

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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