

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Manager 1 (S)	OFFICE/BRANCH/SECTION 11/Design/I5-SR76 Corridor	
WORKING TITLE TransNet Program Office Manager	POSITION NUMBER 911-208-4800-	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 general direction of a Corridor Director (Supervising Transportation Engineer (TE)), the incumbent is responsible for planning, prioritizing, organizing, and directing the workload assignments of the District's TransNet Program Office. The incumbent also supervises several Assistant Project Managers and related project management staff.

TYPICAL DUTIES:

Percentage		Job Description
45%	E	In collaboration with the Corridor/TransNet Project teams and SANDAG TransNet Office, the incumbent is responsible for the financial aspects of TransNet/Corridor projects in San Diego County including the development, implementation and management of Capital improvement Plans (CIPs) for each project. In this role, the incumbent is a single point of contact for SANDAG and Caltrans Headquarters accounting and budget divisions on financial issues related to Corridor/TransNet Projects projects. The incumbent is responsible to ensure that projects are adhering to department, district and regional standard financial practice processes. The incumbent is responsible for monitoring and the timely identification of issues that could affect the financial health of the Corridor/TransNet Projects.
20%	E	In addition to project related financial responsibilities, the incumbent is responsible for financial and project management activities at the programmatic level. Such as: <ul style="list-style-type: none"> • Attention to schedule adherence and supporting the SANDAG Project Office with its data collection needs to keep the Dashboard expenditures and schedules current and accurate. • Program Cash Flow projections and reconciling those projections against actual expenditures; • Developing and monitoring program level performance measurements related to project management and financial management objectives - such as but not limited to optimizing support costs, timely delivery, and efficient fund utilization; • Developing and implementing financial and project management business practices required for both the successful implementation of the Corridor/TransNet program and maintaining consistency with the Master Agreement.
20%	E	As a supervisor, provides active feedback to employees on performance appraisals and takes timely action on disciplinary matters. Ensures that all staff are aware of and follow the Districts/ Division's Letter of Expectations (LOE), Department Policies, and Directives. Prepares annual Individual Development Plans (IDP's) with all employees, and works directly with them on training plans, career development, and equipment needs; as well as fostering a team-oriented, innovative work environment for a group that is accountable for their work. Maintains proper and timely project charging practices and provides a communication link between staff and Executive Management.
10%	E	Provide support and coordination for on-going reviews and audits of the TransNet program by both department internal parties as well as outside agencies.

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5% M Participates in public outreach activities, job recruitment, represents the District in public meetings and presentation events.

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

Supervision of a staff of analytical classifications: Caltrans Administrators and Transportation Engineers (Civil). Volunteers and Student Assistants may also be assigned.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess sound, in-depth knowledge and expertise in the development and management of capital programs. Hands-on experience in one or more of the project development areas is preferable.

- Incumbent must have effective interpersonal skills and the ability to lead project stakeholders and cross functional work teams to successfully deliver quality assigned products on time and on schedule in a safe and cooperative environment.
- Highly developed and experienced management skills to track multiple deadlines and projects and ensure that deadlines are met by staff. Possess strong communication skills both orally and in writing.
- Knowledge of Equal Opportunity policies and effective supervision is required. The abilities to organize and motivate an effective team, negotiate, resolve conflicts, and communicate verbally and in writing are also essential.
- Good leadership and problem solving skills required to develop and continually improve processes and products.
- Good knowledge of the Department's processes and tools related to project management, project programming, accounting, and budgets. The capability to cooperatively resolve budgetary problems with District, corporate, and regional staff is required.
- The ability to analyze and resolve complex problems by identifying alternatives and associated consequences in a balanced manner is a necessity. The incumbent must make recommendations at both a project and programmatic level.
- The incumbent must have knowledge of computer systems, mathematics and planning, programming, and budgeting processes.
- The incumbent should have a good understanding of the project development process to develop baseline budget and budget change requests.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is accountable to Caltrans Corridor Directors, Caltrans Project Managers and to the SANDAG financial management team. The incumbent must work closely and cooperatively with multiple stakeholders. Timeliness and accuracy are critical. Financial decisions significantly impact the Department's ability to deliver projects and the overall TransNet program in a timely and cost effective manner. Incumbent will work with project managers to develop project options and draft recommendations for management action. Mistakes or delays in these actions or a failure to fully assess available impacts or options could result in project and program failure. Delays or the inefficient use of State and regional funds may damage the Department's reputation and relationship with project sponsors.

PUBLIC AND INTERNAL CONTACTS

The incumbent must establish and maintain a close working relationship with District staff (including management), headquarters, and various regional partners including RTPA staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical - Employee may be required to sit for long periods of time using a keyboard and video display terminal.

Mental - Incumbent is expected to create a work environment that encourages creative thinking and innovation, enabling

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others to acquire the tools and support they need to perform well.

Emotional - Must have the ability to develop and maintain cooperative working relationships and respond appropriately to difficult situations; recognize emotionally charged issues or problems and acknowledge the various responses in a tactful and respectful manner.

WORK ENVIRONMENT

Incumbent will work in a climate-controlled office under natural and artificial light.

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