

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Manager I	OFFICE/BRANCH/SECTION District 11 / Maintenance	
WORKING TITLE Maintenance Resource Manager	POSITION NUMBER 911-602-4800-	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 the District Division Chief, Maintenance, a Supervising Transportation Engineer, the Staff Services Manager I (SSM I) is responsible for directing the activities of administrative staff of two Maintenance Regions and Maintenance Support staff for budget and resource management, personnel management and other administrative functions as required. The incumbent is responsible for supporting the Maintenance Division's management personnel with financial and personnel services to enable them to manage their respective branches in a professional and productive manner.

TYPICAL DUTIES:

Percentage		Job Description
35%	E	Directs the development, monitoring, and control of the Maintenance Division's Personnel Service and Operating Expense resources and allocations, and performs position management. Provides direction to staff in the development of various detailed reports required for effective administration, management and tracking of personnel resource and operating expenditures which may include, but not limited to, the Division's Allocation Worksheet, Data Collection Worksheet, Staffing Plan, including Organizational Charts, and Monthly Budget Worksheets for review and coordination with the District and Headquarters Maintenance Budget staff. Functions as the authority in the development of the Division's budget policies, procedures and guidelines, the distribution of sub-allocations to internal and external Division partners, encumbrance management, analyses of Division organizational and program budget, and providing assistance on various budget and personnel matters. Assists with the preparation of budget documents including Allocation Change Requests, Budget Change Proposals and others.
30%	E	Directs and supervises Region Office staff in providing a wide variety of personnel and business services to Region Managers, Area Superintendents, Supervisors, and their assigned staff. Services include, but not limited to, expenditure tracking, personnel hiring, personnel transaction, payroll and benefits processing, workers compensation claims, damage claim abatements, time keeping, procurement, various contract payments, accounts payable processing, post and bid, out-of-classification processing, and record keeping.
25%	E	Directs and supervises Maintenance Support staff in providing personnel and business services to Maintenance Management and Supervisors. Services include, routine and periodic budget analyses and reporting, encumbrance management, position management, labor monitoring and reporting, training, inventory management, contract payments, inverse condemnations, expenditure tracking and record keeping, emergency contract procurement, and other miscellaneous activities as appropriate.
10%	M	Coordinates with the District Division Chief, District Budgets staff, Region/Maintenance Managers and Senior Transportation Engineers in refining fiscal and personnel resource management processes, as well as developing innovative and technically sound alternatives, processes and procedures to continually ensure the Division's business practices are accurate and consistent with statewide standards.

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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 supervises staff of a multi-disciplinary team of employees, including but not limited to Associate Government Program Analysts, Staff Services Analysts, Regional Administrative Officers, and Office Technicians. The incumbent is responsible for assigning duties, providing guidance and direction, providing and recommending training, and performance monitoring and evaluation.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess sound knowledge and expertise in all facets of business administration, including budget planning and financial management; must be well versed in the legislative process and the Department's goals and objectives, and specifically the administration program; must have the ability to work independently as a technical expert, make clear recommendations, set priorities, and meet deadlines. The incumbent must have excellent analytical, managerial, and organizational skills; must have the ability to quickly acquire thorough knowledge of the latest budget and personnel processes, as well as the organizational and functional composition of the division; must possess excellent interpersonal skills and work cooperatively with staff at all levels; must be able to select, supervise, and train others; must handle politically sensitive issues discreetly, and keep management informed of possible problems or conflicts; and must possess excellent communications skills, both orally and in writing.

The SSM I candidate must also possess strong knowledge of the principles of accounting, organization and management, research techniques, and statistical principles and procedures; knowledge of the legislative process and the Department's budget policies and procedures, and working knowledge of the budget monitoring system. The incumbent must be able to utilize current Department budget, personnel, and data management systems, and have the ability to learn others.

The incumbent must be able to perform detailed and careful review of budget requests to ensure resource levels are consistent with the division's work priorities, and make appropriate decisions. The SSM I must be able to review, analyze, and evaluate written and numerical data, and prepare and process current and future fiscal needs and contracts as appropriate. Incumbent and staff must conduct system studies of functional management systems to determine their effectiveness in predicting Personal Service and Operating Expense needs and costs; operational studies to develop workload indicators for use in budget forecasting; and conduct work measurement analyses to help develop work norms and performance standards.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The decisions made by the Staff Services Manager I may be final reviews, and therefore must be carefully thought out to assure that established policies and procedures are maintained. This position makes monetary and personnel decisions that have an impact on the division, program and the district. Errors in judgment could place the division and district in violation of statutory constraints on the use of program resources. The incumbent is responsible for ensuring that expenditures stay within budget allocation limits. Failure to do so could result in costly overruns and severe impacts to fiscal solvency. In this capacity, the position must make decisions consistent with department policies.

PUBLIC AND INTERNAL CONTACTS

The Staff Services Manager I position has frequent contacts with Division staff, District Budget Resource staff, and Headquarters Division Budget staff, as well as members of the District's Executive staff. The incumbent must maintain cordial and cooperative relations with all contacts.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time while using a keyboard and video display terminal. The incumbent will have to drive to region offices, and other field offices in the district. Due to the sometimes fast-paced and aggressive workload, the incumbent will have to maintain flexibility in managing time, priorities, and assignments while maintaining mental activities associated with analyses, problem-solving, and reasoning. The incumbent will also develop and maintain cooperative working relationships, recognize emotionally charged issues, problems, or difficult situations, and respond appropriately, tactfully, and professionally.

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WORK ENVIRONMENT

The SSM I will work in a climate-controlled office under artificial lighting while at their base of operation in the district office. The incumbent will also frequently work at region offices in a climate-controlled environment under artificial lighting.

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