

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Manager I	OFFICE/BRANCH/SECTION Office of Business & Economic Opportunity	
WORKING TITLE Policy and Reports Branch Manager (PRB)	POSITION NUMBER 913-088-4800-014	EFFECTIVE DATE December 2015

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 general direction of a Staff Services Manager (SSM) II, the SSM I supervises, presents, plans, organizes, and directs the activities of the Policy and Reports Branch (PRB). The incumbent is responsible for ensuring Federal Highway Administration (FHWA) regulation requirements are met for Small Business (SB), Disabled Veteran Business Enterprise (DVBE), and Disadvantage Business Enterprise (DBE) policies and reporting. Public speaking is required during presentations to various internal and external stakeholders. Travel will be required.

TYPICAL DUTIES:

Percentage		Job Description
40%	Essential (E)/Marginal (M) ¹ E	The incumbent will provide direct supervision, training, development, and evaluation of staff to ensure deadlines are met within the Policy and Reports Branch (PRB). Provide leadership, counsel, direction, and resources for staff development. Ensures that completed staff work is accomplished and that all policies and procedures are followed in a timely manner. Review work and evaluate performance of staff by completing probationary reports and individual development plans to ensure performance expectations are met. Conduct, arrange and approve training for staff to increase staff knowledge base. Delegate responsibility to staff to facilitate timely completion of work.
35%	E	The incumbent will plan, organize, and direct the activities of the PRB. Review and develop various reports, policy and procedure recommendations, serve as the subject matter expert, and develop positive working relationships with internal and external stakeholders. Supervise the development and implementation of the PRB program strategies. Reviews monthly and annual Caltrans report for FHWA, Project Delivery Report (PDR) for management, Quarterly SB/DVBE/DBE report for external stakeholders, and other innovative reports to support the SB/DVBE/DBE programs. Develop and facilitate effective communications and coordination between OBEO and other internal divisions, such as, the Division of Local Assistance, Division of Procurement and Contracts, Office Engineer, Division of Transportation Planning, Division of Mass Transportation, and districts to enhance tracking, monitoring, and collection of data.
15%	E	The incumbent will attend, participate and/or serve as a presenter at conferences/meetings, workshops and events to describe the SB/DVBE/DBE programs and data sets of the Office of Business and Economic Opportunity. Provide expertise and advocacy for the departmental efforts to comply with Federal regulations and state legislation regarding the SB/DVBE/DBE and its goal achievements by partnering with internal stakeholders. Attend or participate in hearings and meetings statewide to address DBE/DVBE and SB issues.
10%	M	Provide functional training and guidance to all departmental units with Policy and Reports Branch data reporting components. Serve as the Office Chief, and/or act on behalf of other management in their absence, to attend meetings with stakeholders which may include the Director, Chief Deputy Director and Agency Secretary.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent supervises the general day-to-day operations of the Policy and Reports Branch, directs the activities of Associate Governmental Program Analysts, and provides functional guidance to the Districts and Programs.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent functions as an expert in Policy and Reports issues impacting Caltrans. Must possess knowledge of state and federal contracting and program requirements, departmental policies and procedures regarding supervising staff, including labor relations, equal employment opportunity, progressive discipline, reasonable accommodation, sexual harassment prevention, and discrimination prevention.

The incumbent must be able to work independently and as a member of the management team and must strive to supervise using the team concept. Ability to effectively communicate ideas and information, verbally and in writing, be clear and concise; utilize appropriate grammar; respond appropriately. Ability to set well-established and realistic unit goals and effectively manage and coordinate projects to successful completion. Ability to establish and maintain good working relationships with internal and external partners. Exhibit good judgment and decision making when evaluating funding, staff, and program information, and be able to set priorities and meet deadlines. Ability to make sound, well-informed and objective decisions; perceive the impact and implications of decisions; commit to action, even in uncertain situations, to accomplish goals. Independently analyze complex issues and make recommendations to Caltrans management.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent provides direction, counsels staff, and evaluates sensitive information. Poor judgment could result in litigation and adversely impact the Department. The incumbent must be able to interpret regulations correctly and make sound decisions to enable the Department to comply with the federal regulations contained in 49 CFR part 26 and 23 CFR Part 230. There may be a major impact on transportation funding for the Department if program obligations are not met in an accurate, comprehensive and timely manner. An error in judgment could result in improper management decision at all levels, inaccurate financial reporting, and mismanagement of department funds, incorrect budget/personnel decision and noncompliance with statutory requirements.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have contact with various internal and external entities, including the Federal Highway Administration (FHWA), Prime Contractors and Small Business (SB), Disabled Veteran Business Enterprise (DVBE), Disadvantaged Business Enterprise (DBE) industries, as well as various Department managers, supervisors and field staff. The incumbent will communicate with public and private agencies, industry representatives, and special transportation interests external to the Department, other agencies and FHWA officials.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard and video display terminal. Engage in sustained mental activity to produce reports, problem solving, and analysis. Develop and maintain cooperative working relationships, respond appropriately to difficult situations, and recognize emotionally charged individuals, issues, or problems, and provide appropriate responses. The incumbent must be able to deal effectively with pressure and intensity and remain optimistic and persistent, even under adversity. Must have the ability to multi-task and adapt to changes in priorities and complete tasks or projects with short notice.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. Workload demands will dictate the need to work extra hours. The incumbent will be required to periodically travel statewide and may be required to work outside the usual hours of the work day in order to facilitate or present at outreach events, conduct site visits, or to observe staff while carrying out the mission and activities of PRB.

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.)

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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