

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

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| CLASSIFICATION TITLE Staff Service Manager I (S) | DISTRICT/DIVISION/OFFICE Division of Traffic Operations Office of Budgets and Administration | |
| WORKING TITLE Chief, Budget Services Branch | POSITION NUMBER 913-350-4800-917 | EFFECTIVE |

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the Office Chief, Budgets and Administration (Staff Services Manager II), the Staff Services Manager I has supervisory responsibility for the development, coordination, implementation, monitoring and evaluation of the Traffic Operations Program's (Program) budget, policies and guidelines, processes, and reporting tools.

TYPICAL DUTIES:

| Percentage Essential (E)/Marginal (M) ¹ | Job Description |
|---|---|
| 35% (E) | Plan, manage, and direct the work of the Budget Services Branch. Supervise and direct staff, schedule work assignments, and establish priorities. Set-up and communicate performance expectations and routinely evaluate employee performance. Prepare timely individual performance reports, probation reports, and training plans. Follow the progressive discipline process, as necessary, to address work performance or behavior issues. Provide a safe and healthful environment for the staff. |
| 25% (E) | Direct and coordinate the development of the annual budget planning, preparation and review process. This includes the analysis of prior budget year allocations, expenditures, and encumbrances, and an analysis of current and future functional workload issues and legislation affecting the Program. Advise management and develop recommendations to redistribute statewide resources to ensure program continuity to meet future program needs. Recommend and oversee the development of Budget Change Proposals (BCP), Finance Letters (FL), and zero base budgets when supported by workload indicators. |
| | Oversees the management of statewide expenditures, statewide contracts, and the Traffic Operations agreement processes. |

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

20% (E) Direct and coordinate the headquarters budget process. Oversee procurement and contracting. Meet with office chiefs and contract/project managers to discuss their contract funding requests. Review, analyze and certify funds for new and continuing contracts. Identify barriers/ problems with existing contracts; develop alternative resolutions to address deficiencies; and address proposed resolutions with contract/project managers.

10% (E) Oversee the Office of Traffic Safety (OTS) Grant Project closure process. Respond to the Office of Federal Resources to resolve inaccurate invoices to ensure appropriate charging. Meet with the Office of Federal Resources to reconcile the OTS Grants funds at the end of each fiscal year.

Act as program representative for department task force efforts that redefine distribution of program financial resources. This includes initiating cross-functional efforts to resolve program problems with existing charging practices involving program resources and participating in efforts initiated by other programs which will potentially impact the program's budget.

Perform special contract assignments, independently or as part of a group, to address critical statewide and district-specific issues and address specific contract budget and accounting issues: identify and recommend appropriate solutions, revisions, and policies; and develop procedures for implementation of new processes.

10% (E) Analyze administrative policy and procedures and summarize the impact on the Program. Develop presentations for headquarter/district management, BT&H Agency, Department of Finance, and Legislative Analyst Office on budget management issues. Prepare written reports, issue papers, white papers, spreadsheets, e-mails and correspondence as needed by and for management. Attend and/or conduct meetings or and workshops in the Office Chief's absence. Perform special assignments as directed by Traffic Operations Executive Management. In the absence of the SSM II, the incumbent may act as the Chief, Office of Budgets and Administration.

SUPERVISION EXERCISED OVER OTHERS:

The incumbent supervises a small group of analysts. The incumbent is responsible for the full range of administrative activities and provides functional direction to traffic operations staff.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge of Department's mission, vision, goals and objectives; Division's Strategic and Business Plans; Department's policies and procedures on budgeting, accounting and fiscal management; principles of organization, administration and management; principles of personnel management;

principles and practices of employee supervision, development, and training; and demonstrated experience in applying those principles.

Must have the ability to identify and interpret state and Federal laws governing the use of various funding sources, changing legislation, Federal regulations, department policies, budget decisions and project definitions to consider the effect of such changes on the Traffic Operations Program and take appropriate action. Must be able to recognize potential project related issues and either take or recommend corrective action.

The incumbent must possess the ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex managerial problems, develop and evaluate alternatives, analyze data, and present ideas and information effectively both orally and in writing. The incumbent must be able to consult with and advise interested parties on a wide variety of subject-matter areas, gain and maintain the confidence and cooperation of those contacted during the course of work, review and edit written reports, and utilize interdisciplinary teams effectively in the conduct of studies. The incumbent must demonstrate the ability to manage a complex program, establish and maintain project priorities, develop and effectively utilize all available resources, plan, organize and direct support staff, and work independently with minimum of supervision.

The incumbent must possess the following General Competencies:

Analytical Thinking: Approaching a problem by using a logical, systematic, sequential approach.

Communication: Listening to others and communicating in an effective manner.

Customer Focus: Identifying and responding to current and future client needs, and providing excellent service to internal and external clients.

Ethics and Personal Credibility: Upholding ethics and personal integrity, and demonstrating trustworthiness, reliability and responsibility.

Relationship Building: Maintaining, and strengthening relationships with others inside or outside of the organization who can provide information, assistance, and support.

Teamwork: Working effectively and cooperatively with other team members to achieve common goals, and completing assignments in a group setting.

The incumbent must possess the following Leadership Competencies:

Change Leadership: Must be competent in managing, leading and enabling the process of change and transition while helping others recognize and manage the challenges that can accompany the change.

Empowering Others: Must have the ability to convey confidence in employees' ability to be successful, share significant responsibility and authority, and allow employees freedom to decide how they will accomplish their goals and resolve issues.

Team Leadership: Must have the ability to effectively manage and guide group efforts, including providing the appropriate level of feedback concerning group processes.

Vision and Strategic Thinking: Must have the ability to make the Caltrans Vision “come to life” through implementation of the Systems Management Pyramid, Caltrans Values and Traffic Operations Principles.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

The incumbent is expected to make decisions and take actions that are both appropriate and sound in pursuit of the Department’s mission, vision, goals and objectives. The incumbent is required to ensure that all work performed in the Budget Services Branch is complete, accurate, timely, and of the highest quality.

Improper actions or inaccurate information generated for use or review by the Directorate, Agency Secretary, Department of Finance, Legislative Analyst’s Office, Legislature, or the public could possibly result in loss of division credibility, reduced funding levels, and unpredictable hours of rework involving staff both inside and outside the Division.

PUBLIC AND INTERNAL CONTACTS:

Develop and maintain cooperative working relationships with headquarter managers, district managers; and Deputy District Directors. Consult regularly with Traffic Operations Office Chiefs and Functional Managers throughout the state to ascertain, evaluate, and resolve program and fiscal needs.

Must work with and respond to inquiries from the Caltrans’ Budget Office and with external budget reviewers such as the Department of Finance, Legislative Analyst’s Office, Federal Highway Administration, Office of Traffic Safety, California Highway Patrol, etc.

Lead teams of staff and managers and is Division representative on various financial and business issues with headquarters staff, Districts, Division of Budgets, Division of Accounting, and Division of Procurement and Contracts. Develops and presents financial presentations for managers, external control agencies and Districts.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The workload is subject to unexpected changes within a short time period that requires the ability to quickly adapt behavior and work methods in response to new information, priorities, and/or unexpected obstacles. Must be able to multi-task, effectively interact with many levels of people in a cooperative manner, be decisive, take appropriate and timely actions, and complete tasks or projects within a short notice. The incumbent must be able to deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent even under adversity.

The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services. Develop new insights into situations and apply innovative solutions to make organizational improvements. Grasp the essence of new information and master new technical and business knowledge. Value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

Working hours will be set sometime between 7:00 a.m. and 5:00 p.m. on weekdays. The incumbent will primarily work in a high-rise building. While at the office designated at the base of operation, the incumbent will generally work in a climate-controlled office under artificial light. The incumbent may be required to travel.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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's Name

Employee Signature

Date

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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Supervisor's Name

Supervisor Signature

Date