STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Manager I	Equipment/Budgets & Admin/Fleet Asset Mgmt / 3243	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Staff Services Manager I	932-001-4800-	

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 Staff Services Manager III, Chief, Office of Budgets and Administration, the incumbent is responsible for managing and supervising the planning, organizing, and development of fleet administration policies within the Division of Equipment (DOE) and the California Department of Transportation (Caltrans). Fleet policies and procedures must comply with external requirements mandated by the Legislature, Department of General Services, Department of Finance, and most recently, the California Air Resources Board. The SSM I provides direction, supervision, and leadership for the development of fleet policies and procedures, public complaints regarding the use of state vehicles, voyager fuel card program, bulk fuel program, and fleet administration and support services. The SSM I serves on task forces or special study committees, and will also be responsible for facilitating program management decisions for the Equipment by providing staff support to the Office Chiefs and Division Chief.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Direct and supervise the development, implementation, monitoring, and revisions of the Department's fleet policies. Ensure the fleet policies and procedures comply, and are current with, changing external requirements mandated by the Legislature, Department of General Services, Department of Finance and the California Air Resources Board. Coordinates revision of policies and procedures through supervising the research of applicable laws and regulations and consulting with the appropriate rulemaking authority and/or Caltrans Legal to ensure compliance. These policies must stand the test of both internal and external audit agencies.
20%	E	Direct and supervise the development and submittal of internal and external fleet administration reports to meet reporting requirements and/or departmental transpoarency efforts. The types of reports include, but are not limited to the State Asset Management Plan, vehicle usage, annual equipment inventories, state owned and leased vehicles, vehicle home storage permits and other reports mandated by external control agencies and the Legislature.
15%	E	Analyze the vehicle replacement model to ensure the right equipment is being replaced at the right time. Provide direction to staff for the development of an objective method for prioritizing the fleet replacement and benchmark replacement criteria. Improve the tracking of equipment from purchase to the production process. Develop and supervise the maintenance of a tracking system that identifies financial status at a given point in time. Review and analyze staff alternatives and recommendations in order to present to upper management. Ensure effective and efficient use of State funds by supervising the development of a multi-year asset replacement schedule through planning and budgeting, is proactive in addressing problems, mandates and legislative changes as they arise; and provides for contingency plans or requests additional funding through the budget change proposal process in the event of budgetary or fiscal changes.
15%	E	Direct, supervise, and oversee the Caltrans' voyager fuel card and bulk fuel programs. Act as program representative for department task force efforts, which includes initiating cross-functional efforts to resolve program problems with will potentially impact the department's fueling operations. Also oversees the management of statewide policies. Review and analyze fuel usage and cost data for accuracy and appropriateness in regards to requesting additional funding and to ensure program consistency and continuity.

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10%	E	Develop internal partnerships with Caltrans' Districts and Divisions to identify customers' needs and opportunities for efficiency and improvement. Develops external partnerships with the Department of General Services and other control agencies and entities to ensure adherence to applicable laws, rules, and regulations.
05%	E	Attend meetings with various levels of Caltrans managementand staff. Explain and clarifie, or supervise such responses regarding polices and procedures concerning fleet administration to interested parties. These include but are not limited to Caltrans personnel, Department of General Services, Department of Finance, Legislature, Bureau of State Audits and the public.
05%	M	Serve on task forces or special study committees (internal and/or external to Caltrans) to consult on matters related to fleet administration. Provide executive support including identifying, clarifying, and resolving policy issues affecting the Equipment Program.

[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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Responsible for the supervision staff comprised of Staff Services Analysts and Associate Governmental Program Analysts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must be knowledgeable of the Department's mission, vision, goals, and policies. Must have a thorough knowledge in budgeting and fiscal management; principles of organization, administration, and management; principles of public administration; legislative process and a working knowledge of the DOE and how the Division fits into the overall departmental goals.

Must have the ability to work independently with minimal direction; interpret policy and determine appropriate action; prepare and review comprehensive reports, letters, articles, policy and procedure documents; reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems; analyze data and make sound conclusions and recommendations; analyze situations and take an effective course of action; speak and write effectively in order to communicate with all levels in the organization; exercise good judgment; consult with and gain cooperation of other State organizations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in decisions made by the incumbent could have major impacts to the DOE and the Department. Lack of foresight in budgeting could hamper the DOE's ability to provide the service expected by the Department. This would result in large amounts of funds misspent or spent needlessly. Errors could also cause conflict between Caltrans District managers and the DOE. Noncompliance with policies and procedures would result in negative media and legislative review and scrutiny for the Department.

PUBLIC AND INTERNAL CONTACTS

Incumbent conducts business with external control agencies including, but not limited to the Department of Finance, Legislative Analyst's Office, Department of General Services, and other State Departments. Internal customers include Headquarters and District representatives such as: Headquarters Program Managers and Division Chiefs; District Directors and their Deputies; Maintenance Superintendents and Equipment Managers. Contacts include the public and other public agencies relating to equipment and its operation.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Mental requirements include the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames; formulate effective strategies consistent with the business and competition; succeed in a work environment that requires innovative and creative thinking; develop new insights into situations and applies solutions to make organizational improvements.

Emotional requirements include the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of the work and to communicate effectively; respond appropriately to difficult situations; recognize emotionally charged issues or problems; must deal effectively with pressure, maintain focus and intensity yet

remain optimistic and persistent, even under adversity.

WORK ENVIRONMENT

Employee will work in a climate-controlled office 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