

POSITION DUTY STATEMENT

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PM-0924 (REV 7/2014)

CLASSIFICATION TITLE STAFF SERVICES MANAGER II (Supervisory)	OFFICE/BRANCH/SECTION 42-LEGAL-SACRAMENTO	
WORKING TITLE BUSINESS MANAGER	POSITION NUMBER 701-001-4801-xxx	EFFECTIVE DATE 10/2015

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: (PROVIDE A BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVER'S LICENSE.) *RED TEXT ONLY APPEARS ON THE SCREEN

Under the direction of and with the approval of the Chief Counsel and/or the Deputy Chief Counsel in Sacramento the incumbent functions as a staff specialist to manage the Legal Division's multi-million dollar budget for all four legal offices (Sacramento, Oakland, Los Angeles and San Diego). Under the direction of the Chief Counsel and/or Deputy Chief Counsels the incumbent will have oversight responsibilities for the administrative activities (personnel management and/or contract management) of the Legal Division for all four legal offices (Sacramento, Oakland, Los Angeles and San Diego). Under the direction of the Deputy Chief Counsel in Sacramento the incumbent will provide direct management and/or oversight responsibilities for the diverse administrative staff of the Sacramento Legal Office.

TYPICAL DUTIES:

(PROVIDE A DESCRIPTION OF DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. TO ADD ADDITIONAL LINES OF DUTIES WITH DIFFERENT PERCENTAGES, CLICK ON THE "+" BUTTON.) *RED TEXT ONLY APPEARS ON THE SCREEN

Percentage	Essential (E)/Marginal (M) ¹	Job Description	
50%	E	Resource Management – Directs the management of the Program budget, which includes formulation of future year requirements, allocation of current year resources and monitoring of actual expenditures against the budgeted plan. Facilitate solutions to current fiscal issues and planning for future needs. Responds to internal requests (Division of Budgets, Executive Managers, the Directorate, etc.) and external requests (Department of Finance, Legislative Analyst's Office, Senate and Assembly Members, etc.) regarding fiscal information about the Legal Program. Identifies and develops future budgeting concepts and processes which allow for determining program needs. Develops appropriate program resource distribution for allocating resources to districts, other divisions and support.	<input type="checkbox"/> + <input type="checkbox"/> -
20%	E	Financial Research and Performance Measures - Direct the annual development of financial performance measures, conducts financial research and develops annual financial reports.	<input type="checkbox"/> + <input type="checkbox"/> -
20%	E	Provides oversight responsibilities for the administrative activities (personnel management and/or contracts management) of the Legal Division for all four legal offices (Sacramento, Oakland, Los Angeles and San Diego). Provides direct management and/or oversight responsibilities for the administrative staff of the Sacramento Legal Office under the direction of the Chief Counsel and/or the Deputy Chief Counsel in Sacramento. This administrative staff may include, but is not limited to analysts (human resources and/or information technology), the librarian, the contract unit, the secretarial and/or clerical support units. These units may be managed by subordinate supervisors.	<input type="checkbox"/> + <input type="checkbox"/> -
05%	M	Performs special studies and troubleshoots sensitive organizational and operational issues.	<input type="checkbox"/> + <input type="checkbox"/> -
05%	M	Serve as a consultant to the Chief Counsel on management problems and departmental policies; provide executive support including identifying, clarifying, and resolving policy issues affecting the Legal Program.	<input type="checkbox"/> + <input type="checkbox"/> -

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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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Under the direction of the Chief Counsel and/or the Deputy Chief Counsel in Sacramento the incumbent will plan, organize and direct the administrative staff of the Sacramento Legal Office. This administrative staff may include the law library, the contract, the secretarial and/or clerical support units. These units may be managed by subordinate supervisors.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Must have demonstrated knowledge and experience in governmental resource management, use of statistical tools, strategic planning fundamentals and implementation techniques including performance measurement, State budgeting processes, and auditing and survey techniques.

The position requires the ability to interpret fiscal data and provide useable scenarios for supporting management decisions. This work involves varied degrees of analysis including problem exploration and definition, planning and designing the approach and sequence of steps, collection of data, interpretation of findings and documentation and reporting of findings in a structured professional format. It also requires the ability to identify the relative merits of critical options determined from analysis to support determining an optimal course of action.

The position requires working relationships with Caltrans Divisions of Human Resources, Procurements and Contracts, Finance (Accounting and Budgets) and/or Legal.

The position requires strong Leadership and/or Teamwork skills [valuing people, resources and partners].

The position requires well-developed interpersonal skills [transparency, accountability and performing ethically]

The position requires well-developed organizational skills [to be performance driven, to balance multiple priorities, to meet strict deadlines and to search for opportunities to improve the process.]

Caltrans' organization, mission, policies, and procedures; statewide Legal Division program goals, objectives, and priorities; State government administrative laws and rules, including, but not limited to those concerning personnel, planning, program management, and evaluation, contracting, procurement, and other staff services; principles and practices of employee supervision, development, and training. The incumbent must understand technical requirements of equipment and their operating systems/requirements. It is also highly desirable that the incumbent has an overall understanding of Caltrans' Legal Program, the California Court system, and has a working knowledge of legal terms.

Ability to: Approach a problem by using a logical, systematic, sequential approach; weigh the costs, benefits, risks, implications, and chances for success, when making a decision; use technology to simplify and streamline tasks; learn new technology techniques to enhance the job; manage, lead and enable the process of change and transition while helping others deal with their effects; listen to others and communicates in an effective manner; ensure that others involved in a project or effort are kept informed about developments and plans; ensure that important information from management is shared with employees and others as appropriate; give and receive constructive feedback; recognize differences of opinion, bring them out into the open for discussion, and look for win-win solutions; use appropriate interpersonal styles and methods to reduce tension or conflict between two or more people/groups; create solutions to problems using novel methods and processes; identify and respond to current and future client needs; provide excellent service to internal and external clients; make critical and timely decisions in difficult or ambiguous situations; take charge of a group when it is necessary to facilitate change, overcome an impasse, face issues, or ensure that decisions are made; delegate responsibility, work with others, and coach them to develop their capabilities; identify the information needed to clarify a situation and drawing out the information when others are reluctant to disclose it; convey confidence in employees' ability to be successful, especially at challenging new tasks; allow employees' freedom to decide how they will accomplish their goals and resolve issues; take responsibility for own work, including problems and issues; anticipate and prevent breaches in confidentiality and/or security; notice trends and develops plans to prepare for opportunities or problems; anticipate how individuals and groups will react to situations and information and plan accordingly; presents arguments that address others' most important concerns and issues and looks for win-win solutions; identify and propose solutions that benefit all parties involved in a situation; provide guidance in how to strengthen knowledge, skills, and

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competencies to improve personal and organizational performance; communicate effectively and develop employees; develop, maintain, and strengthen relationships with others inside or outside of the organization who can provide information, assistance, and support; ensure the effective, efficient, and sustainable use of public service resources and assets; identify, assess, and manage risk while striving to attain objectives; function effectively when under pressure and maintain self control in the face of hostility or provocation; find creative ways to make people's work rewarding; communicate ideas, thoughts, and facts in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for identifying, recommending and implementing critical elements leading to overall accomplishment of Legal Program goals and objectives statewide. Is responsible for assuring that plans and measures accurately represent program direction and results, that internal measures and allocation mechanisms are appropriate, and that budgetary decisions are made which best balances priorities within limited resources. Also is responsible for assuring that the statewide budget is used in conformance with planned uses. Consequences of error include the potential for setting inconsistent direction, erroneous measurement, poor resource decisions – all of which can seriously reduce program results and effectiveness.

PUBLIC AND INTERNAL CONTACTS

Daily contact with the Chief Counsel and Sacramento Deputy Chief Counsel and Assistant Chief Counsels: Frequent contact with Deputy Chief Counsels in the regional offices, Caltrans managers and employees at all levels in Headquarters and the Districts. Periodic contact with other State Agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to work appropriately and effectively under stress, manage complex and varied workload and meet deadlines. Must also work well with office professional and support staff, Department staff, and occasionally outside vendors. Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative working relationships; ability to focus for long periods of time.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. May be required to occasionally travel to San Francisco, Los Angeles and San Diego offices and should possess a valid driver's license.

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