

Proposed

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

06-6-203

CLASSIFICATION TITLE Staff Services Manager II	OFFICE/BRANCH/SECTION Central Region/Construction	
WORKING TITLE Chief, Central Region Construction Admin Support	POSITION NUMBER 906-500-4801	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 Office Chief, Central Region Construction Field Support, a Supervising Transportation Engineer, the incumbent has overall responsibility for the planning, organizing, directing, supervising, and reviewing the following areas: Labor Compliance, Budgets, Training, Workload, Database Management, Consultant Services, Inventory (facilities and Equipment), Task Management Reports, COZEEP payment, staff relocations, and People on Board within Central Region Construction.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	<p>Provides general direction to a Staff Services Manager I who supervises Labor Compliance, Budgets, Consultant Services, COZEEP payments, and Inventory/Purchasing of Equipment and Materials for all staff in Central Region Construction (Districts 5, 6, 9 and 10).</p> <p>Labor Compliance covers the activities of Labor Compliance, Disadvantage Business Enterprise (DBE), and Equal Employment Opportunity (EEO) for all contracts in Central Region.</p> <p>Budgets. Monitors encumbrances and expenditures for financial control. Creates and establishes project and internal department controls once resources are allocated. Projects future operating expense costs and needs. Directs the purchases of equipment, cell phones, services, and supplies for the Division. Determines program resource shortfalls and impact.</p> <p>Consultant Services manages the A&E contracts including putting together scope of work for new contracts, task orders on existing contracts, forecasting for future consultant needs, and managing consultant budget by fund type, EA, task order, and contract.</p> <p>Monitors costs, working with accounting and other functional units to ensure accuracy and management of COZEEP program.</p> <p>Manages inventory of equipment and materials with special emphasis on Information Technology (IT) inventory and purchases. Tracking of Materials Lab equipment and field construction tools. Includes items such as printers, copiers, cameras, desktop computers, laptops, and tablets. Ensures that staff have the proper equipment and tools to complete their job.</p>
40% E	<p>Provides general direction to a Staff Services Manager I who supervises People on Board (POB), Training, Workload, Task Management, and Database Management.</p> <p>People on Board - personnel action (PARF) forms and all personnel requests for the Division. Also consults with Division supervisors on supervisory/disciplinary issues and acts as liaison with Personnel.</p> <p>Training - coordinates the training for RE Certification program, mandated training, people skills training, and other training offered within Central Region Construction.</p> <p>Workload and Task Management provides Construction and other functional units with estimates</p>

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of engineering costs, monitors costs, working with accounting and other functional units to ensure accuracy and assisting with task management of projects. Assist Task Managers with completing workplans, including input into PRSM, and with managing projects in PRSM. Determines resource shortfalls, over-expenditure, and impacts.

Database Management ensure the viability and accuracy of the databases used by Central Region Construction. Trouble shoots and assist IT with upgrading and fixing errors in the database(s).

- 15% E Monitors Administrative areas performance for consistency with departmental policies and manages expectations and establishes goals for delivery of these services. Represents construction and advises Office Chiefs and Region Division Chief on all issues concerning the functions covered and other areas as required. Consults with Office Chiefs, Construction Seniors, and Division Chief on staffing as it relates to allocation and needs. Incumbent is responsible for coordinating and negotiating issues with other divisions. Proposes and implements corrective actions to avoid over-expenditure or other program failures.
- 5% M Direct and analyze resource utilization and needs and prepares special studies critical to the management of specific programs (A&E usage, Staffing, Vehicles, Telecommunications, and historical expenditure trends) used to make decisions concerning annual A&E budget projections, regular and temporary construction staffing needs, RE Office needs, equipment needs, and vehicle needs.

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

Supervises approximately 22 permanent positions. Incumbent directly supervises two Staff Services Manager I (SSMI) positions and indirectly supervises approximately 20 Associate Government Program Analysts (AGPA) or Staff Services Analysts (SSA).

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Incumbent must possess a broad knowledge of all business management activities, including the laws, rules, policies, and procedures that affect each activity. Also requires a general comprehensive knowledge of all other functions with the Region, District, and the Department. Must be able to represent the Department effectively in a variety of complex and sensitive environments.

Must be an effective communicator, innovator, and be able to inspire and achieve peak production from subordinate staff. Must be able to communicate effectively in both verbal and written form.

Must possess the ability to prepare clear and concise reports, communicate effectively both written and orally with all levels of staff, negotiate effectively, deal tactfully with all parties in stressful situations, make timely decisions, prioritize critical programs, and excel in conflict resolution. Must be able to effectively select, train, motivate, and manage staff.

Must possess strong analytical skills with a special emphasis on accurate interpretation of budget information and ability to forecast probable events and expenditures.

Incumbent must demonstrate knowledge of Caltrans' organization, mission, and values, and the principles of supervision and business management.

Must be able to use and understand computers. Must have knowledge of the Construction Manual.

Must be able to determine the priority to be given all documents, interpret problems and questions. Ability to analyze and interpret management policies and/or directives.

Ability to read and write English at a level required for successful job performance.

Must have the ability to reason logically and use analytical skills to solve problems and to deal tactfully in sensitive and

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stressful situations.

Incumbent needs to have knowledge of a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Knowledge of safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program, and the supervisor's role in maintaining an effective injury and illness prevention program.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be responsible for a continuing array of complex fiscal decisions that are fundamental to the effective operation of Central Region Construction, such as project Labor Compliance, staffing, workload, and Budgets.

Failure to understand and to incorporate appropriate standards, requirements and policies into work product may result in expensive waste of time and materials, cause additional work and project delays, and could result in excessive construction contract claims. An error in decision or judgment could expose the Department to legal problems.

Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

The incumbent operates with a high degree of independence and little supervisory review. Consequence of error in any aspect of the incumbent's responsibilities would have a serious effect on the Department's operations and credibility. Consequence of error could result in a loss of vital resources, people and/or moneys.

PUBLIC AND INTERNAL CONTACTS

The incumbent is responsible for developing and maintaining positive relationships with the full range of internal contacts of District and Headquarters staff and externals. Incumbent must be able to communicate effectively with others including Department staff, technical/professional level staff of outside agencies, management, labor law representatives, union representatives, and members of the public regarding construction projects and other topics.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must possess the ability to lead, plan, and direct the work of others. Must be able to analyze situations accurately and adopt an effective course of action. Must be able to concentrate, formulate effective strategies, be multi-tasked, adapt to changes in priorities, and complete complex task or projects with short notice. Ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to develop and maintain cooperative working relationships. Must be able to organize and prioritize. Must be able to prepare correspondence and reports. Must be able to communicate effectively and make effective presentations. Must be able to assign work, check work, give instructions and assistance, and maintain discipline. Must be able to provide technical oversight. Must be able to ensure that assigned projects are completed within scope, cost, schedule, budgeted resources and departmental standards and practices. Ability to develop personnel requirements and monitors use of personnel.

Must possess the ability to repetitive use of extremities. Some lifting, carrying, bending, squatting, kneeling, crouching, reaching, and pulling may be required but it will not be frequent. Must be able to transport variety of objects that are less or equal to 20 pounds. Ability to work indoors under artificial light. May be required to sit for long periods of time using a keyboard and video display terminal. Occasional twisting of neck and waist.

Travel may be required. A Valid California Drivers License is required. Overtime, weekend work and/or flexible hours may be required. Must be able to organize and prioritize. Must be able to concentrate, formulate effective strategies, be multi-tasked, adapt to changes in priorities, and complete task or projects with short notice. Must be able to develop and maintain cooperative working relationships. Vacations may be restricted during peak times. Use of computers and other various office equipment is required.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial lighting. Will be required to visit district offices, work sites,

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construction field offices, private businesses, and other government agencies as needed for investigations, conferences, or other assigned duties. Fieldwork may occur in less than hospitable environments.

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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