

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Manager II (S)	OFFICE/BRANCH/SECTION 11/PPM/Project and Consultant Management	
WORKING TITLE Project and Consultant Management Branch Manager	POSITION NUMBER 911-100-4801	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 Program/Project Management Deputy District Director, a Supervising Transportation Engineer (TE), the incumbent is responsible for planning, prioritizing, organizing, and directing the workload assignments of the Project Management Control Unit and the Consultant Services Unit. The incumbent provides direct supervision for the two Staff Services Manager I positions over those units.

TYPICAL DUTIES:

Percentage		Job Description
40%	E	Manages the Project Management Control Unit which has responsibility for assisting the district's project managers in monitoring and maintaining the financial health of the portfolio of projects developed in District 11. In this role, the incumbent is a single point of contact with both Headquarters Project Management Division as well as District 11 project managers regarding the standard business processes used by the department to control finances on these projects. In that capacity, the incumbent will coordinate and lead the support cost portions of the quarterly delivery status meetings with Headquarters. While the focus of the unit is on supporting the management of STIP and SHOPP funded projects, the incumbent is also responsible for, through training and information sharing, ensuring that the standard business processes are also used for the regionally sponsored projects developed and managed under the District's corridor divisions.
30%	E	Manages the Consultant Services Unit which is responsible for the district's architecture and engineering (A&E) consultant contract program. Coordinates with Headquarters Division of Procurements and Contracts on multiple aspects of the district's consultant contract program. The incumbent supervises the District's Chief of Consultant Services (an SSM I) and ensures that the policies and goals (including DBE/DBVE and SB goals) of the program are maintained. While the SSM I manages the A&E budgets at a contract and task order level, the incumbent is accountable for development and management of the entire District A&E budget, ensuring that the district stays within budget, and that this limited resource is used efficiently and effectively. This will involve comparing division staffing levels against division workload to identify the need for consultant support, and then directly coordinate with those district deputies and division chiefs. Also identifying those workload areas where A&E consultants are required to cover specialty needs not supported with in-house staff. The incumbent will work directly with Headquarters Project Management Division regarding the district's A&E allocation, while coordinating with the District Budgets Office.
20%	E	Support the Deputy District Director by performing requested analysis and making recommendations regarding the program staffing and budget resources. This includes studying and projecting near-term workload from work plans and long-term workload from planning and programming documents such as the SHOPP 10-Year Plans and the Regional Transportation Improvement Plan (RTP) to assist in future staffing, hiring, and succession plans.

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10% M In addition to being an expert in the current project management control business processes, the incumbent will also be responsible for developing potential business process improvements, and implementing those improvements should they be accepted by district management.

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

As the supervisor of two SMM I positions. The incumbent identifies needed skills, recommends and/or develops necessary on-the-job training; assigns and reviews work and directs the development of staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess sound, in-depth knowledge and expertise in the development and management of capital programs. Hands-on experience in one or more of the project development areas are preferred. Must have:

- * Highly developed and experienced management skills to track multiple deadlines and projects and ensure that deadlines are met by staff.
- * Good leadership and problem solving skills required to develop and continually improve processes and products.
- * Good knowledge of the Department's processes and tools related to project management, project programming, A&E, accounting, and budgets.
- * The ability to resolve complex problems by identifying alternatives and associated consequences.
- * The ability to work with minimal direction and effectively manage all the various sections' staff, make recommendations, set priorities, and ensure deadlines are met.
- * Possess good interpersonal skills to work cooperatively with staff and project stakeholders of all levels and backgrounds. Possess strong communication skills both orally and in writing.

The incumbent must have knowledge of computer systems, mathematics and the planning, programming, and budgeting processes. The incumbent must also have a complete understanding of project development, construction techniques, and transportation solutions to develop recommendations on budget change requests. The incumbent must also use accepted and effective supervisory skills in managing staff.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is accountable to Caltrans' management, including the Deputy District Director of Program/Project Management. The incumbent must work closely and cooperatively with multiple stakeholders. Timeliness and accuracy are critical. Project decisions often have multi-million dollar consequence. The incumbent must report at both the project and programmatic levels. Incumbent will work with project managers to develop project options and draft recommendations for management action. Mistakes or delays in these actions or a failure to fully assess available impacts or options could result in project and program failure, delays or the inefficient use of State and regional funds and damage the Department's reputation and relationship with project sponsors. The capability to resolve budgetary problems with the District, corporate, and regional staff cannot be overstressed.

PUBLIC AND INTERNAL CONTACTS

The incumbent must establish and maintain a close working relationship with District staff (including management), headquarters, and various regional partners including RTPA staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical - Employee may be required to sit for long periods of time using a keyboard and video display terminal.

Mental - Incumbent is expected to create a work environment that encourages creative thinking and innovation, enabling others to acquire the tools and support they need to perform well.

Emotional - Must be able to develop and maintain cooperative working relationships. Requires the ability to respond appropriately to the needs, feelings, and capabilities of different people in different situations. It is required to be tactful and treat others with respect.

WORK ENVIRONMENT

Incumbent will work in a climate-controlled office under natural and artificial light.

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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