STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Manager II	Project Management/COS Statewide Resource Budget	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Branch Chief, COS Statewide Resource Budget	913-016-4801-002	02/26/2015

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:

Under the general direction of the Staff Services Manager III (SSMIII), Assistant Division Chief for Administration and Budgets, the incumbent has supervisory responsibilities of staff for the planning, organizing, and managing of the budget development, allocation, implementation, monitoring, and control of the statewide Capital Outlay Support (COS) Program resources. The COS Program Budget amounts to a total of $1.7 billion and 8,500 personnel years (PYs) which represents 44 percent of the Department of Transportation.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Manage and direct development of the statewide COS Program budget and its allocation. This entails directing the production of management information reports leading to budget allocation and expenditure decisions, and overseeing the development of Budget Change Proposals (BCPs) and Finance Letters (FLs), including an annual FL submitted through the May Revise to obtain resources to support the program. Typical activities include: • Manage the COS Program resource portions of the Department's Strategic Plan, Business Plan, Governor's Budget narrative and other program planning and direction documents; • Oversee the preparation of BCPs for statewide program resource needs in cooperation with numerous functional managers within the COS Program and the Division of Budgets; and apply sound judgment in determining if requests are appropriate and at the correct levels, and makes recommendation to the SSMIII on approving requests; • Oversee and help develop the resources needed in the annual (FL) process. This includes participation in workload development, operating expense and equipment requirements, personal services and cash overtime resources needed to ensure the success of Project Delivery. This process involves a close working relationship with District management, the Division of Budgets, and Executive management; • Manage and direct the COS Program statewide fleet. Work cooperatively with the Division of Equipment relating to fleet, fuel and vehicle damage costs estimates and expenditures. Ensure all districts are appropriately resourced the necessary amount of equipment as well as monitoring these levels throughout the year to ensure full utilization; • Manage the statewide COS Program allocations development for the most effective utilization of resources, including implementation of approved BCPs & Finance Letter(s) (i.e., internal distribution of PYs, cash overtime, engineering consultant services contract resources); • Market program fiscal needs and prepares responses to the California State Transportation Agency, Department of Finance, California State Legislature, and the Legislative Analyst Office on fiscal or program issues; • Manage and direct, within delegated authority, statewide budget allocation redistribution, as

		necessary, to meet unanticipated program needs.
35%	E	Manage and direct development of the Project Delivery functional programs COS budget such as the Divisions of Project Management, Construction, Right of Way and Land Surveys, Design, Environmental Analysis, and Engineering Services. Provide direction and guidance to all Statewide districts on all COS Program related budget, allocation, expenditure, and contract inquiries. During the annual COS FL process, provide Statewide Resource Managers as well as Project Delivery Resource Managers with direction and recommendations for Statewide COS Operating Expense, PYs, PYE and Personal Services budget requests by fund that will be included in the annual FL. As part of the annual COS Program budget allocation process, work closely with Project Delivery Division Management on their allocation of COS resources. Provide assistance to the Project Delivery Management team on all items related to the COS budget.
10%	E	Respond to short turn around assignments that involve complex analysis of the COS budget, allocations and expenditures.
5%	M	Perform special studies and prepare reports on various operational and organizational issues; in the absence of the SSMIII, the incumbent may need to respond to the COS Program Manager, the Chief Engineer, the Budget Division Chief or the Chief Financial Officer on complex technical budget issues with little or no time for preparation.

[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

The incumbent directs the activities of two Staff Services Manager I Specialists, one Research Analyst II, two Associate Governmental Program Analyst, and one Staff Service Analyst, in all phases of their work. In addition, the incumbent provides policy direction and guidance to Caltrans' Districts, Headquarters Divisions and program personnel to develop and manage Capital Outlay Support Program resources.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must possess a thorough knowledge of the Project Management functions throughout the state, the program budgeting process and the purposes, organization, policies, and procedures of the Department of Transportation. This position also requires knowledge of various phases of accounting, economics and financing; relationships between the various engineering service units in the districts and headquarters; and other factors which influence and impact support needs for project delivery in the COS Program.

Must be able to judge work quality and performance; interpret departmental policy and determine appropriate action to be taken; prepare complete and comprehensive reports, letters, and articles; make effective presentations, use good judgment for analysis of resource requirements; be able to coordinate effectively with all levels of management and employees.

Experience in project management activities involved in the COS Program, in working with computerized systems, and in State Budgeting is desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The SSMII is responsible for independent action and initiative in assuring that appropriate resources are allocated, controlled and adjusted as necessary. The incumbent must consider all input and pertinent factors before reaching conclusions and making recommendations on COS Program resources especially because Agency/Department Directors can be held personally liable for any amount of unlawful indebtedness.

The consequence of not considering all factors could result in inconsistent or inappropriate decisions made by management that could impact the ability of our project delivery forces to complete the capital outlay work program on schedule. Errors in judgment could result in violations of constitutional and statutory constraints on the use of state and federal transportation funds, highway use taxes as well as other revenues and appropriations.

PUBLIC AND INTERNAL CONTACTS

Incumbent must work closely with all programming, budgeting, and engineering management personnel in Headquarters including Division Chiefs and Deputies, as well as coordinate with, provide policy and guidelines and review of

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Headquarters and district personnel involved in developing and managing COS Program resources. Contacts with the Department of Finance, the Legislative Analyst's Office, and the California State Legislature, is required periodically. Contacts with the public will not be required ordinarily, but to the extent necessary incumbent will coordinate activities with personnel outside the Department in accomplishing assigned goals.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal or reviewing written documents. Sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning, etc. Must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge the various responses.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled environment under artificial light.
Due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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