

OFFICE OF TRAFFIC SAFETY

DUTY STATEMENT

CLASSIFICATION TITLE Staff Services Manager III	DISTRICT/DIVISION/OFFICE Office of Traffic Safety	
WORKING TITLE Assistant Director, Administration	POSITION NUMBER 703-008-4802-XXX	EFFECTIVE June 2015

Under the general direction of the Director, the Assistant Director of Administration is responsible for planning, organizing, directing and coordinating all administrative and legislative activities for the statewide traffic safety program. The incumbent participates in making administrative and program policy decisions and represents the office at budget hearings, Chief Deputy Director's meetings at the California State Transportation Agency (CalSTA) and at other high level meetings, as required.

The above responsibilities include, but are not limited to:

- 20% Manages and supervises a staff of professional, technical and support employees that work on a broad range of traffic safety administrative and staff functions in the areas of personnel management and office support services. Directs the continuous updating of all administrative, clerical and fiscal manuals and internal policies and procedures.
- 15% Plans, organizes, directs staff in controlling the analysis, design, development, implementation, maintenance and user training activities performed in support of new and/or existing computer systems/applications in order to simplify work processes and facilitate the flow of critical data throughout the office. Reviews and approves all project planning documents to ensure they comply with systems development methodology standards, monitoring status reports to ensure project activities are on schedule and within the approved budget, and, interacting closely with other executive staff to coordinate project-related activities which cross functional boundaries.
- 15% Managerial oversight in the development of policy positions and provides advice to top management on legislative issues, budget issues, program and fiscal audits, contractual services, state and federal funding trends, personnel matters and all administrative policy and procedure matters.
- 10% Functions as the OTS Chief Accounting Officer managing staff and coordinating implementation of accounting for new programs/functions; review proposals to change accounting procedures; prepare cash analysis reports for management; coordinate completion of year-end reports. Assignments at this level may involve responsibilities which impact the entire accounting operation and may be given broad discretion in the solution of problems.
- 10% Directs the staff and activities of several Procurement program areas including the standards and quality control, special purchasing and materials management; establishes policies and procedures for the effective implementation of statewide planned purchasing programs in general, and the specialized purchases of EDP and telecommunications equipment; determines the priorities for and implements purchasing programs to reduce

product costs and to insure satisfactory vendor and product performance; establishes policies and standards covering the submission, review and processing of purchase requests by ordering agencies including application of statutory criteria and arbitration of differences on questions involving compliance with requirements for competitive product specifications; initiates methods for the continuing evaluation of program effectiveness and the generation of data necessary for management appraisal of purchasing effectiveness; evaluates and acts to improve the performance of subordinates including planning and initiating continuing programs for employee development and training; responsible for the on-going effectiveness of the Automated Purchasing System. Responsible for the solicitation, selection and award process of the OTS multi-million dollar Public Relations and Marketing contract.

- 10% Review office policies, and oversee technical audits of fiscal and management procedures and practices of OTS. Develop and respond to audit findings by the Office of the State Controller; may review accounts, records, and reports; verify reconciliation of accounts and determine the accuracy of financial statements; may also be assigned to audit-related financial and/or management projects of the most complex, sensitive nature.
- 10% Directs the preparation of the Governor's Budget and related budget schedules for the office and coordinates with the CalSTA, the Department of Finance, and the Legislative Analyst Office, as well as staff representatives from both the State Assembly and Senate. Also prepares Budget Change Proposals (BCP) and Budget Revisions to manage additional resources and sources of federal funding, such as Section 164 Funds.
- 5% Functions as the office Personnel Officer, Training Officer, Labor Relations Officer, Equal Employment Officer, and other administrative positions, including Ethics Officer.
- 5% Identifies key issues and develops solutions that are in the best interest of the state. The incumbent also directs fiscal reviews and risk assessments of OTS grant agreements.

SUPERVISION EXERCISED OVER OTHERS

The incumbent is responsible for the administrative, fiscal and support units functions of the office and directly supervises a professional staff.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must be familiar with the State Budgeting Process, State Administrative Manual, State Contracting Manual, Benefits Administration Manual, Personnel Management Policy and Procedures Manual, various State Restriction of Appointments (SROA) Manuals and the Highway Safety Grant Management Manual, 49 CFR Part 18 - DOT Implementation of Common Grant Rule and 23 U.S.C. - Section 402 Highway Safety Programs. The incumbent must also have experience managing projects, implementing automated systems, managing change using best practices and developing, delivering and managing training programs.

The incumbent must have a working knowledge of management philosophies and practices, read and write English at a level required for successful job performance, work and communicate effectively in small and large groups, analyze situations accurately, solve difficult problems, delegate assignments efficiently and take effective action. Must be able to enforce rules and regulations with tact and maintain cooperative relations with employees and the public.

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CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The daily decisions which are made by the incumbent are significant in that they affect multiple units within the office, as well as other state departments. Error or delay in decisions by the incumbent could result in work delays, both within the office and for outside grant agencies. Inappropriate decisions could result in lawsuits against the State, embarrassment and a poor public image of OTS.

ANALYTICAL REQUIREMENTS:

The incumbent must be able to manage a staff of professional and support personnel and must be able to lead a team to produce time sensitive reports in an accurate and professional fashion.

PUBLIC AND INTERNAL CONTACTS:

The incumbent will have daily contact with all levels of statewide employees. There will be recurring contact with fiscal services, audits and accounting services, as well as communication with prospective bidders and contractors for OTS funds and contact with the general public and the business community.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Must be able to supervise and communicate effectively with varying levels of subordinates and handle personnel issues involving employees with a variety of individual personality traits. Must be able to encourage and motivate employees and to take disciplinary action when necessary.

Must be able to function effectively in an environment with continually changing priorities and take action independently and make critical decisions to ensure the completion of work to meet critical timelines and due dates.

WORK ENVIRONMENT

Must have the ability to multi-task and coordinate and review a variety of financial data to ensure accuracy. Must be flexible enough to modify established procedures as necessary to meet changing needs.

Must be able to adjust and modify schedules to ensure accurate reporting, timely processing of invoices and claims and the smooth and efficient operations of the fiscal unit.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

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Employee Name (please 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 Name (please print)	Supervisor Signature	Date
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