

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Staff Services Manager II	OFFICE/BRANCH/SECTION OSM/Division of Risk and Strategic Management	
WORKING TITLE Chief, Office of Strategic Management	POSITION NUMBER 900-085-4801- XXX	REVISION DATE 10/08/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the CEA for the Division of Risk and Strategic Management, Division Chief, the incumbent performs and responds to difficult and complex work related to the development, management, evaluation, and reporting of the Department's Strategic Plan. The incumbent will oversee the development of policies and procedures and communication plans and serve as the consultant to districts and divisions in the development of their strategic plans; oversees the development, tracking and reporting of performance measures and proposed strategic plan actions; provides direction in the development and reporting of the Department's annual employee survey and external partners surveys; develops and facilitates the annual Statewide Leadership Training Summit, supports the monthly tracking and reporting of Caltrans Objectives and Key Results (OKRs).

CORE COMPETENCIES:

As a {Classification}, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30%	Leads and actively participates in the development, implementation and reporting of the Department's Strategic Plan (SP). Provides guidance to Strategic Goal Teams on evaluating impacts of enterprise risks to their Goals, reporting performance measures, actions, and other associated information. Identifies strategies to garner stakeholder and user input into the development and update of the SP. Serves as the Caltrans' Strategic Management Specialist/Consultant and provides expertise, guidance and training to districts and divisions on the preparation of their subordinate SPs. Oversees the evaluation of management trends, tools, and software related to strategic plans to evolve existing models used in tracking and monitoring strategic management activities.
20%	Oversees the development and implementation of communication plans for a variety of SP audiences to promote and create an awareness of the SP to achieve the Department's vision, mission and goals through performance management and reporting. Ensures performance information is accurate and timely for publication in the Mile Marker. Oversees the development of quarterly report dashboards and reporting for Executive Board use and decision-making.
15%	Oversees the development of departmental surveys, including the annual employee survey and the biennial external partner survey including development, administration, monitoring and reporting of responses. Identifies recommendations tied to survey results for Executive Board consideration. Identify connections that may impact the implementation of the strategic plan.
15%	Oversees the administrative functions for the Division including procurement, human resources, safety, budget, facilities, training, and inventory. Ensures appropriate supervision of subordinate employees, including following all relevant Human Resources and Labor Relations practices and standards. Advises the Division Chief on most sensitive personnel issues.
15%	Responsible for managing projects assigned by the Directorate, including the development of leadership meeting agendas, logistics, and the execution of leadership meetings. Also responsible for supporting the development of departmental priorities for reporting to the Caltrans oversight agencies.
5%	Leads the initiation, selection, monitoring, and reporting of consulting contracts for SP-related activities.

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.

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the Department's mission, vision, values, and strategic goals and policies, strategic planning, performance measures, and risk management; principles and practices of public administration including program management, budgeting, personnel, administrative programs and functions, research methods and techniques; principles and practices of employee supervision, development, and training; formal and informal aspects of the legislative process; governmental functions and organization at the State and local level; the manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment which is free of discrimination and harassment; Caltrans business and operational functions; spreadsheet, database, presentation, data visualization, and word processing software; ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Strategic Management program; establish and maintain project priorities; develop and effectively utilize all available resources; express ideas and present information clearly and logically, both orally and in writing to small and large audiences.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for management and administration of Caltrans' Strategic Plan deliverables. Provides strategic guidance to management, districts and divisions on all Strategic Management matters. Expert advice to management is essential to avoid errors that could expose the Department to criticism from the legislature and seriously restrict the operating capability and flexibility of Caltrans. Errors could result in public or media scrutiny, and/or loss of funds and negative impact to Caltrans credibility and reputation and loss of delegations.

The incumbent is responsible for complying with Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage DORSM's reputation as a confidential organization, may result in employee grievances or lawsuits, and pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

Incumbent has frequent contact with Caltrans Executive Staff, Division Chiefs, Senior Managers and program staff, in all districts and at headquarters. Incumbent will have contact with external agencies such as CalSTA, FHWA, DOF, other state DOTs, AASHTO and TRB committee members, and transportation stake holders to provide information regarding Caltrans SP and organizational performance measures.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements for this position include the ability to sit for long periods of time using a telephone, computer keyboard, mouse and monitor. The work may occasionally require bending, kneeling and lifting up to 50 pounds. May need to stand for long periods of time while presenting or facilitating. May need to sit for long periods of time in a vehicle or aircraft while traveling.

Mental requirements for this position include the ability to multi-task, to adapt to changes in priorities, and to complete tasks or projects on short notice. The position requires the ability to organize and analyze large volumes of data and information.

Emotional requirements for this position include interaction with many individuals the ability for employees to work together in a cooperative manner. You will have to consider and respond appropriately to the needs, feelings and capabilities of different people in different situations. You will have to adapt your behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

Incumbent may work in a climate-controlled office building under artificial lighting or may telework, in accordance with the state and Caltrans' telework policy. Incumbent will generally work between the hours of 6:00 am, and 6:00 pm., however; meetings may occasionally require working hours other than those stated. This position may require occasional travel.

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.