

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Staff Services Manager II, S	OFFICE/BRANCH/SECTION Material Management and Acquisitions/Division of Maintenance	
WORKING TITLE Office Chief, Material Management and Acquisitions	POSITION NUMBER 913-700-4801-918	REVISION DATE 10/04/2024

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 leadership of the Assistant Division Chief, a Staff Services Manager III, the Staff Services Manager II (Supervisory) serves as the Office Chief over Material Management and Commodities. The successful candidate must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customers' expectations. The incumbent is responsible to lead, direct, and manage staff engaged in a variety of activities including statewide warehousing, material management, and acquisitions. The Office Chief sets goals, guides policy direction, and provides oversight for the Office to ensure the effective, efficient, and equitable management and delivery of Caltrans' Division of Maintenance Material Management Statewide.

CORE COMPETENCIES:

As a Staff Services Manager II, S, 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Strengthen Stewardship and Drive Efficiency - Innovation, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Cultivate Excellence - Engagement, Pride)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Cultivate Excellence - Engagement, Equity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement, Innovation, Integrity, Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence - Engagement, Equity)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Pride)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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40%	E	Manages, directs, and supervises the activities of the Office staff. Develops, implements, and monitors short and long range goals and objectives for the Office. Plans, distributes, and monitors workload, establishes and maintains workload priorities and reporting processes, reviews and edits the work of staff, assesses performance, and ensures staff development. Provides leadership and guidance to Office staff. Ensures processes and systems are in place to evaluate and monitor work, produce work products timely, and prepare quality products. Keeps Assistant Division Chief apprised of work and sensitive issues; identifies potential problems and develops strategies to mitigate.
20%	E	Provides direction, guidance, and oversight to staff on the analysis and documentation of Caltrans' statewide commodity contracts administered by the Department of General Services, product specifications, purchase estimates, policy interpretation, technical assistance, as well as other instruction provided to internal and external stakeholders and vendors. Ensures staff compliance with all applicable procurement laws, rules, procedures, and regulations.
20%	E	Collaborates with internal and external stakeholders in the development and implementation of policies and procedures for warehousing and material management, statewide commodities, and product specifications. Works in partnership with Caltrans staff of all levels to achieve mutually acceptable solutions to problems and ensure commodities and materials are efficiently and effectively available and maintained for maintenance and construction crews to support California's State Highway System.
10%		Performs administrative functions including recruiting and hiring new staff, evaluates staff performance and prepares timely performance appraisals, training plans, and if warranted, corrective action materials. Conduct group and individual staff meetings to share information, foster teamwork, discuss issues, assignments, and performance.
5%		Analyzes and independently resolves the most difficult analytical work on confidential, sensitive, complex, and/or controversial issues; serves as a project manager as needed.
5%		Represents the Office and Division and participates in meetings with departmental staff, contractors, vendors, and other state and federal agencies on issues related to warehousing or acquisitions that exceed Caltrans' purchasing authority delegation.

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

The incumbent receives general direction and guidance from the Assistant Division Chief, Policy, Protest, Communication, and Materiel Management, a Staff Services Manager III. The incumbent directly supervises four staff including two Staff Services Manager I (Supervisory), one Warehouse Manager II, and indirectly supervises nineteen warehouse and administrative staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent should be knowledgeable of State contracting laws, rules, processes, and procedures; principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and Department's goals and policies; governmental functions and organization at the State and local level; Department's equal employment opportunity (EEO) objectives; and a supervisor's role in the EEO program and the processes available to meet EEO objectives.

The incumbent must have the ability to manage workload with competing priorities to ensure commitments are met timely, 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 management 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; develop, review and edit written correspondence and reports; utilize interdisciplinary teams effectively in the conduct of studies; manage a complex staff services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the Department's equal employment opportunity objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**ADA Notice**

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The incumbent must be able to use good judgment and make independent decisions on a regular basis to effectively evaluate problem areas in the procurement and contracting acquisitions area, material management, property control, and contract administration and to recommend and implement solutions to those problems.

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An inaccurate interpretation or application of the law, inability to meet deadlines, failure to implement proper controls, or the inability to eliminate errors could result in violation of statutory requirements and loss of the Department's delegated authority to process and approve purchasing and service contract documents. The consequence of violations include delays and increased costs in project delivery due to protested contracts, a loss of federal fund participation, betrayal of public trust, embarrassment to the Department, and lawsuits.

PUBLIC AND INTERNAL CONTACTS

The incumbent independently confers with all levels within the Department on matters relative to the administration of acquisition procurement and contracting activities. The incumbent is in regular contact with the Legal Division, Audits and Investigations, Divisions and District staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Keyboard use is approximately 40 to 50 % of the time. Must be able to sustain mental activity as needed for all aspects of supervision and management, problem resolution, report writing, analysis, and reasoning.

Must have the ability to multitask, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize large volumes of varied documents.

Employee must be able to persist, maintain focus and intensity, working within strict time constraints. Must be open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles.

Position requires interaction with many people. It is important that employees work with others in a professional manner. Employee must be able to develop and maintain cooperative working relationships. Employee must be cognizant of the needs, feelings, and capabilities of people in different situations; is tactful and treats others with respect.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. In-state travel may be required related to statewide districts and/or divisions to provide training, address and resolve issues/concerns regarding acquisition priorities, and to disseminate acquisition policies

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

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