

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

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| CLASSIFICATION TITLE Staff Services Manager I | OFFICE/BRANCH/SECTION DBO/SOBMB/ Enterprise Facilities Management Office | |
| WORKING TITLE Enterprise Facilities Data Coordinator | POSITION NUMBER 913-660-4800-918 | REVISION DATE 04/05/2023 |

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 Enterprise Facilities Manager (Staff Services Manager II), within the Division of Business Operations (DBO), Enterprise Facilities Management Office (EFMO), the Enterprise Facilities Data Coordinator is responsible for the gathering, organizing, and managing information and data on Caltrans' comprehensive facilities portfolio. They will plan and lead project activities with Caltrans IT and all appropriate stakeholders to implement and administer a facilities inventory management system to track information and data on all Caltrans buildings to improve facilities management, planning, and decision making. The incumbent will serve as the business data steward for enterprise facilities data. This position involves data and project management and applying innovative approaches for implementing consistency and improving facilities management business processes.

CORE COMPETENCIES:

As a Staff Services Manager I, 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)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - 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)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - 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)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Cultivate Excellence - Innovation)

TYPICAL DUTIES:

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

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| 40% | E | The Enterprise Facilities Data Coordinator will be responsible for serving as the Business Data Steward and subject matter expert on Caltrans' comprehensive facilities inventory. As a business lead, the incumbent will be responsible for establishing and maintaining a single, comprehensive, and reliable source of facilities data. This will be accomplished by creating, organizing and disseminating documents in various formats, and working with Caltrans IT through the formal project intake process to lead the creation and/or procurement of a facilities inventory management system. The coordinator will work closely with IT to design and implement a Facilities Information Management System that meets the business needs of all relevant work groups and enhances facilities management and decision-making. To do this the data coordinator will gather and define business requirements for the inventory management system, and develop and communicate information, procedures, standards for using the system. |
| 30% | E | As Caltrans' enterprise data steward for facilities related corporate data, the incumbent will be responsible for producing and supporting a data management plan for the ongoing collection, validation, and organization of quality facilities data. The coordinator will be responsible for overseeing the accurate and timely tracking, recording, and reporting of facilities related data. They will create official processes, procedures, and business rules for tracking and validating data, and will be expected to routinely evaluate data accuracy and if the system and processes are achieving program objectives. The coordinator will investigate and address data inaccuracies in a timely manner. The data coordinator will support data custodians and other customers by providing regular communications, addressing questions, providing training and guidance on data standards, processes and how to use the inventory management system. |
| 20% | E | Once a Facilities Information Management System is implemented, the incumbent will serve as the subject matter expert on Caltrans' facilities data and collaborate with customers throughout the department to support the use of data to improve analysis, decision making, and identify opportunities for efficiencies. The incumbent will provide support and guidance to other offices and stakeholders throughout Caltrans to use the system for accessing data and generating reports. Independently and in partnership with IT and others, they will develop and provide training and support on resources such as facilities inventory management system tutorials, quick reference guides, a data dictionary, and other training materials. The incumbent will work with IT and others to administer and support the successful use of the system. This will involve establishing business rules for system access and administration, and coordinating system maintenance contracts and/or procurements. |
| 10% | M | The Enterprise Facilities Data Coordinator will support and coordinate ongoing improvements to data quality, accessibility, and application in decision-making by creating and disseminating reports, data visualizations, and communications. The incumbent will help work with Caltrans IT to establish and maintain an OnRamp page for the Enterprise Facilities Management office, ensuring relevant data and information is easily accessible. Once a facilities inventory management system is implemented, explore opportunities for expanding the system's functionality and implementing Business Intelligence Modeling. Additionally, the manager will participate in the Enterprise Data Steward Committee and help champion committee initiatives and assist in the development of strategies for data governance and management improvement with an enterprise perspective. |

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

This position does not supervise employees. The incumbent is expected to achieve results through others while working in a matrix organization.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of concepts, practices, roles and responsibilities of data management practices as defined in Deputy Directive 120 (DD-120), and a general knowledge of facilities management. An understanding of project management principles and an ability to complete projects on schedule and within budget.

Ability to understand and report business area data governance issues to the Enterprise Data Stewards Committee and to liaison and partner with staff at all levels within the organization to facilitate two-way dialog and active participation in data governance activities. The incumbent must have the ability to work independently and under minimal supervision to lead the development and management of enhanced data management. This will require the ability to organize and facilitate meetings with multiple stakeholders over different functional areas, forming a consensus, and making sound decisions. The incumbent must be able to effectively coordinate, negotiate, and communicate orally and in writing with internal and external stakeholders. Must have the ability to plan and organize work and work effectively and efficiently with others to achieve project completion as well as the

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ability to work independently to coordinate multiple assignments and tasks. Must have the ability to work well under pressure. Must be able to consistently exercise good judgment and interpersonal skills to ensure that completed project tasks meet the needs and expectations.

Analytical Requirements: Must be able to analyze raw data, reason logically, recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision making.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must be able to anticipate problems and identify issues that may affect project completion. Failure to identify and resolve issues early or failure to coordinate and monitor the project tasks with the assigned project team members can result in delays or cost increases, or loss of funding opportunities, which is unacceptable.

PUBLIC AND INTERNAL CONTACTS

The incumbent may interact with executive leadership, Caltrans staff, staff of other state agencies and departments, staff from local governmental agencies and contractors. Must be able to develop and maintain strong working relationships with others.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. May be required to transport a laptop computer and portable printer while on field visits. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must deal effectively with pressure and maintain focus and intensity, even under adversity. Must develop and maintain cooperative working relationships and meet and deal tactfully with the public and other Departments. Incumbent must respond appropriately to difficult situations and resolve emotionally charged issues reasonably and diplomatically.

WORK ENVIRONMENT

The duties of this position are often performed in a teleworking environment, which includes managing staff working remotely. Travel outside of the office is conducted in either a personal or state-owned vehicle, or by train or airplane when required. The primary workspace is in a modern office setting, of mixed hard-walled and modular furniture design, containing computer and telecommunications equipment.

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