

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Staff Services Manager III	OFFICE/BRANCH/SECTION 44/Proj. Mgmt/Project Delivery Administration	
WORKING TITLE Deputy Division Chief, Project Delivery Administration	POSITION NUMBER 913-016-4802-003	REVISION DATE 02/03/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Chief, Division of Project Management (CEA B), the Deputy Division Chief of Project Delivery Administration, provides leadership responsibilities for planning, organizing, and managing staff activities related to the development, implementation, and management of the statewide Capital Outlay Support (COS) budget as well as providing administrative direct support for the Department's Headquarters Divisions of Construction, Design, Environmental Analysis, Right of Way and Land Surveys, and Project Management and indirect support to Engineering Services.

CORE COMPETENCIES:

As a Staff Services Manager III, 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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety, Equity, Employee Excellence - Collaboration, Equity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Equity, Employee Excellence - Collaboration, Equity, Innovation, People First, Stewardship)
- **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. (Safety, Equity - Collaboration, Innovation, People First, Stewardship)
- **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. (Equity, Prosperity - Collaboration, Innovation, Stewardship)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Employee Excellence - Innovation, Stewardship)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Safety, Equity, Prosperity, Employee Excellence - Innovation, Integrity)

TYPICAL DUTIES:

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

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40%	E	<p>Directs the development, implementation, and management of the multi-billion statewide Capital Outlay support (COS) budget by ensuring all resources are identified, budgeted, and expended, in accordance with budget and administrative requirements. This includes developing methodologies to allocate and manage resources consistently. Responsible for producing financial and statistical data reports leading to program budget allocation and expenditure decisions by management. Is the primary advisor to the Project Delivery Division Chiefs and the Chief Engineer on matters pertaining to management and utilization of the COS budget.</p> <p>Administers the development and implementation of financial strategies and policies to resolve statewide program allocation and funding issues involving various fund types including State, Federal, Toll, Bond, and Reimbursed, among others. This includes leading and coordinating program functional managers to prepare the Budget Change Proposals (BCPs), Finance Letters (FLs) and Budget Revisions (BRs) to obtain additional resources due to change in law and/or program requirements that have statewide impacts.</p>
25%	E	<p>The incumbent acts as a managerial liaison between the Caltrans' management team, divisions, districts and other state agencies such as the California Transportation Agency (CalSTA), Department of Finance (DOF), Legislative Analyst's Office (LAO), Legislative Staff, Professional Engineers in California Government (PEGG), American Council of Engineering Companies (ACEC), as well as other external stakeholders, in response to inquiries and requests for information related to the COS budget and Project Delivery administrative practices.</p>
15%	E	<p>Provides managerial oversight and maintains liaisons with delegated authority to advise and support the Project Delivery Chief Engineer and Division Chiefs on issues related to administrative functions including personnel, facilities, space, and purchasing by providing a "one-stop" shop to increase efficiency in conducting daily business activities. Advises the Chief Engineer and Project Delivery division chiefs and their managers on highly sensitive, disciplinary, discrimination and labor relation issues.</p>
15%	E	<p>Actively leads, manages, and supervises a multi-tiered team of analysts and managers that provide the daily support and execution of the budget, administrative and personnel support for the Project Delivery divisions.</p>
5%	M	<p>Provides coordination and input on policies, standards, processes, and activities by other functions within Project Delivery and the Department as a whole.</p>

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

Deputy Division Chief of Project Delivery Administration provides overall direction and guidance to the Division's offices of Statewide Budgets and Resource Management and Administration, which are composed of multi-disciplinary managers and staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the principles and practices of employee supervision, development, and training; program management; governmental function and organization at the state level; Caltrans' mission, vision, and goals; Caltrans' strategic plan; and the ability to recommend innovative changes that have statewide impact to Caltrans' policies and guidelines.

Must have broad administrative abilities to reason logically and creatively; utilize a variety of highly analytical techniques to resolve multifaceted governmental and executive problems; develop and evaluate alternatives by applying innovative solutions; analyze very complex and highly sensitive data, present and recommend ideas and information effectively both orally and in writing for management and control agency staff. Must have a high level of expertise in COS, personnel management, and supervision. Ability to consult with and advise administrators and 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 highly complex staff services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to Caltrans' equal employment opportunity objectives.

The position requires an unusually high degree of management ability, use of good judgment, and ability to assimilate and evaluate technical and procedural input from a variety of sources, develop alternative courses of action, and make objective recommendations in all issues related to COS resources and services.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires leadership responsibility and the ability to act with a tremendous amount of independence, performing extremely sensitive and unusually complex managerial assigned duties while initialing review and approval from program proposals and activities. The timeliness and aggressiveness of the incumbent's efforts will be crucial to achieving sufficient

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resources and efficiencies for COS activities. Errors in judgment will result in a delay in receiving statewide resources, expose the program's risk in failing to meet project deliverables, and losing established fund levels from State and Federal agencies. In addition, errors will damage the Caltrans' credibility with CalSTA, DOF, legislators and citizens of California, thus lowering confidence in the agencies ability to meet Caltrans' goals and objectives.

PUBLIC AND INTERNAL CONTACTS

The incumbent must be able to address program and program-related issues and questions from both within and outside Caltrans, from management personnel internally to outside contacts, such as CalSTA, DOF, LAO, Legislative Staff, PEGG, and ACEC.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position requires the ability to multi-task, adapt to changes in priorities, and ensure completion of tasks or projects with short notice; to develop new insights into situations and applies innovative solutions to make organizational improvements; to create a work environment that encourages creative thinking and innovation; and to create and sustain an organizational culture which encourages others to provide the quality of service essential to high performance.

The position requires the ability to develop and maintain cooperative working relationships; to resolve emotionally charged issues reasonably and diplomatically; to deal effectively with pressure, maintain focus and intensity, yet remain optimistic and persistent, even under adversity; and to adopt behavior and work methods in response to new information, changing conditions or unexpected obstacles.

WORK ENVIRONMENT

The incumbent will usually work in a climate-controlled office under artificial lighting. Occasional travel, including overnight stays, is required.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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