

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Staff Services Manager II, S	OFFICE/BRANCH/SECTION Headquarters/Budgets/Capital and Finance	
WORKING TITLE Staff Services Manager II	POSITION NUMBER 900-082-4801-004	REVISION DATE 05/31/2024

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 direction of the Chief, Office of Capital & Finance, the incumbent is responsible for the daily oversight of the budgeting and allocation for capital projects, including local assistance and capital outlay. The incumbent will also oversee the management of and reporting for various bonds associated with Caltrans. The responsibilities of this position are critical and complex in the development and management of capital funding. The duties of this position include directing the analysis, preparation, and presentation of the items described throughout this duty statement.

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.

- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)

TYPICAL DUTIES:

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

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45%	E	Provide direct leadership and supervision, policy, analytical, technical expertise and support to Caltrans in matters related to project budget authority, allocation and capacity limits. This includes: <ul style="list-style-type: none"> - Preparation of capital outlay and local allocation materials for California Transportation Commission (CTC) action by way of coordination with programs and divisions. - Monitor and manage budget authority and capacity, reconciling CTC actions including their impact to authority and capacity by expenditure category for different funds. - Develop solutions to funding adjustments and facilitate decision-making, processes, procedures and implementation. - Monitor and update budget schedules required in support of Caltrans' budget. - Process reimbursement memos and authorize funding for delegated and supplemental requests. - Project and report allocation of resources against appropriations, program and line organization allocations. - Assist with Caltrans' position on legislative capital and budget issues.
25%	E	Interpret and implement legislation, policy and guidelines, develop complex financial analyses and employ solutions to a wide variety of financial issues related to the department's capital and local assistance budgets, including innovative financing programs and activities. Provide subject matter expertise and direction for development of both manual and automated systems where capital outlay and local assistance budgeting is partially or wholly within the workflow. Provide expertise on the effects of changes to accounting or reporting systems on the processes of the Division of Budgets and the department as whole.
20%	E	Respond to inquiries and acts as liaison with the State Treasurer's Office, Department of Finance (DOF), Legislative Analyst's Office, legislative consultants, CTC, Caltrans' Proposition 1B Program Manager and various other departmental Program staff and external partners regarding innovative financing issues.
10%	M	Provide managerial, policy and technical support to Caltrans in matters related to budgetary, innovative financing, and performs other duties as assigned.

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

Supervise professional and technically proficient staff, with direct supervision of two Staff Services Manager I positions (one who directly supervises analysts) responsible for budgeting Caltrans' Capital Outlay and Local Assistance budget. Incumbent is responsible for providing policy guidance as well as analytical and technical guidance to supervisors for a variety of programs. The incumbent must be able to meet short internal and external deadlines. May coordinate the efforts of analysts in other units where policy issues cross organizational lines.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge and experience in supervision coupled with a high degree of technical and analytical expertise in budgeting is essential. Expertise must include a thorough understanding of State budgeting methods and procedures, departmental project development process, departmental programs and policies, innovative financing alternatives, legislative processes, and the State Administrative Manual, as well as their corresponding impact upon the budget processes. Must have the ability to interpret policies and equate them to decisions and negotiate effectively with internal managers on complex and sensitive financial issues.

Ability to provide direction and supervise workload related to identification, investigation, research, analyses and proposed solutions to problems/issues; establish and maintain effective working relationships within the Department and with external control agencies; communicate effectively both verbally and in writing; plan, organize and prioritize complex and sensitive workloads and evaluate and develop meaningful recommendations for management and/or control agency staff regarding the above budget issues as completed staff work.

Through the budget process, define management problems, identify appropriate resolution of key budget issues, coordinate with the Directorate and Program Managers in developing presentation of departmental position on the budget, and develop the relevant details to support the strategy in departmental interactions with the DOF and the Legislature. Innovative approaches are frequently needed to provide budget information and guidance on a timely basis.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position provides the guidance and strategy for preparing recommendations on departmental budget matters and decisions, which commit expenditure of resources. The commitments have an impact on all statewide departmental programs. Expert advice to top management is essential to avoid errors, which could expose Caltrans to criticism from the legislature and seriously restrict the operating capability and flexibility of Caltrans. The consequences of error are high. Failure to ensure workload complies with established requirements could result in the Department's failure to produce acceptable budget and financial products for funding transportation projects, as well as for the DOF, California Transportation Agency, CTC and legislative review and approval.

PUBLIC AND INTERNAL CONTACTS

This position has frequent contact with managers and staff within Budgets and the throughout Department, as well as with the State Treasurer's Office, the DOF, California State Transportation Agency, the CTC, and the Legislative Analyst's Office on departmental budget matters. Contacts are sometimes controversial and result in decisions that change departmental budget policy, procedures, or resource allocations. Relationships with outside agencies also have a major impact on the departmental credibility, and frequently affect the ability of Caltrans to influence public policy.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee must have the ability to do the following: Sit for long periods of time using a keyboard and monitor; develop and maintain cooperative working relationships; concentrate in order to review and create accurate documents and meet strict deadlines; grasp the essence of new information; master new technical knowledge; multi-task; adapt to changing priorities; complete tasks or projects with short notice; deal effectively with pressure; exercise a high degree of independence in carrying out the assigned duties; and maintain focus and intensity yet remain optimistic and persistent even under adversity.

WORK ENVIRONMENT

This position will work in a six-story climate controlled office under artificial light. Working hours will be set sometime between 6:30 a.m. and 6:00 p.m. Additional time may be required during time of peak workload. Must be able to handle a wide variety of complex assignments, which frequently involve tight and changing deadlines, overtime, conflict and tension associated with producing and maintaining financial resources.

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.

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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

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