

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Staff Services Manager I	OFFICE/BRANCH/SECTION Division of Maintenance/Material Management & Acquisitions	
WORKING TITLE Procurement Branch Chief	POSITION NUMBER 913-700-4800-918	REVISION DATE 02/05/2025

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 Office Chief, Office of Statewide Material Distribution, a Staff Services Manager II, the incumbent supervises a group of analysts in the procurement of goods, writing of service contracts, specification creation, vendor compliance, and invoice payment. 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.

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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence - Engagement, Equity, Innovation)
- **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 - Equity, Innovation, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Motivational Support:** Skilled at enhancing others commitment to their work. Recognizing and regarding people for their achievements. (Cultivate Excellence - Equity, Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **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 - Equity, Innovation)
- **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, Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
30% E	Supervises analysts responsible for Material Management. Oversees the development of statewide material management policies and procedures. Develops internal partnerships with Caltrans' Districts and Divisions to identify customer needs and opportunities for efficiency and improvement.

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30%	E	Supervises, direct, organizes, and reviews the work of staff responsible for the procurement of commodities, and services ensuring Caltrans receives quality product that meets standards, specifications, and scope of work. Prioritizes and tracks work assignments based on customer or facility need, ensuring awarded suppliers, and contractors are meeting contract provisions and terms. Tracks and monitors recurring services to avoid any lapse in service. Facilitate communications with internal Caltrans Districts and Divisions, and outside agencies to ensure timely deliveries of warehouse commodities.
20%	E	Provides guidance, training, and coaching to staff to ensure completed staff work is achieved on a timely basis and Branch communications and activities are consistent with applicable State policies, laws, and regulations. Initiates the hiring process for Branch staff, develops screening criteria, conducts interviews, develops justifications for employee selections, and develops timely performance evaluations and training plans for Branch staff. Reports to the Office Chief on critical issues and activities relating to the areas assigned.
10%	M	As a member of the Division of Maintenance, incumbent regularly participates in staff meetings and related efforts to improve the Division's operational efficiency. Represents the Materials Management and Acquisitions Branch at various internal and external meetings and makes presentations to staff and customers as assigned.
10%	M	Personally performs complex staff work including development of new/revised policies and procedures. Makes recommendations on these policies and procedures to top management in consultation with the Office Chief.

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

Position provides direct and indirect supervision of three Analysts and one Office Technician.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires manual dexterity to work with a keyboard/computer and ability to sit for extended periods of time. Knowledge of principles, practices and trends of public and business administration, including management and support staff services; principles and practices of employee supervision, development and training; project management; the department's goals and policies; the department's equal opportunity program objectives and the manager's role in utilizing the processes available to achieve those objectives.

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 managers and supervisors or other interested parties on procurement policies; review and edit written reports; establish and maintain project priorities; manage and effectively utilize all available resources; and effectively contribute to the department's equal employment opportunity objectives.

Must be able to determine suitability, adaptability, and utility of items in relation to their use; prepare accurate, concise standards and specifications; analyze and evaluate the relative merits of competitive commodities; do research on new and changing products offered by vendors and develop reference material relating to these products; establish and maintain cooperative working relationships with those contacted in work; analyze situations accurately and adopt an effective course of action; communicate and write effectively; and make recommendations and present alternatives regarding property control and warehousing processes to Caltrans program managers.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment will result in a delay in receiving statewide resources, a failure to meet program deliverables (exposing the Division to risk), and will damage the Department's credibility with the Department's internal and external stakeholders, thus lowering confidence in the Division of Maintenance's ability to meet Departmental goals and objectives. Errors in judgment also jeopardize the safety of state personnel and the traveling public and expose the Department to potential lawsuits.

The incumbent must have leadership responsibility and must act with a tremendous amount of independence, during performance of extremely sensitive and unusually complex managerial assigned duties while initiating review and approval for program proposals and activities. The timeliness and assertiveness of the incumbent's efforts will be crucial to achieving sufficient resources and efficiencies for Maintenance activities.

ADA Notice

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PUBLIC AND INTERNAL CONTACTS

The incumbent independently confers with all levels of staff and management (including the Division Chief level and above). The incumbent is in regular contact with various departmental entities and external agencies including the Department of General Services, Caltrans District and field offices, as well as members of the business community. The incumbent may be assigned to represent Caltrans in proceedings before control agencies. The incumbent must be able to treat customers with tact and respect.

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.)

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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