

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Staff Services Manager I	OFFICE/BRANCH/SECTION DES/Bridge Design	
WORKING TITLE Branch Chief	POSITION NUMBER 559-240-4800-001	REVISION DATE 02/28/2025

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

GENERAL STATEMENT:

Under the direction of the Office Chief of Office of Bridge Design West (OBDW), the Staff Services Manager I (SSM I) is responsible for supervising and managing the Administrative Support Branch and is responsible for the subdivision's asset management, budget management, purchasing and CalCard management, staff training, and general administrative support.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Stewardship)
- **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. (Employee Excellence - 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. (Employee Excellence - Pride)
- **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. (Employee Excellence - Collaboration)
- **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. (Employee Excellence - People First)
- **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)
- **Workforce Management**: Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Employee Excellence - Stewardship)
- **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. (Employee Excellence - Pride)

TYPICAL DUTIES:

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

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40%	E	Responsible for the day-to-day administrative operations and supervision of the BD Administrative Support Branch, which supports 20 Branches within the Offices of Bridge Design, in both Sacramento and Diamond Bar, and 10 Branches within the remaining Offices, as well as support for BD Executive Management. The SSM I will supervise staff responsible for general office support with responsibilities including budgeting, personnel transactions, purchasing, training coordination, records management, project resourcing, and DES Rotation Program logistics with respect to BD formal training and rotation. The SSM I would schedule work assignments and oversee performance reviews and probation reports for administrative staff.
40%	E	Coordinates and provides support to BD Office Chiefs in performing subdivision tasks related to budget management including SCN, OTT, OE budget items, managing Personal Services dollars and indirect charging, travel fund, and overtime allocations. The SSM I is responsible for managing database(s) and monthly reporting to forecast SD PY and resource needs, allocated operating expenditures, develop yearly management reports and presentations, and audit charging practices as well as provide monthly updates on expenditures and progress. The SSM I will present budget recommendations to BD management, act as the liaison with DES Budget Management Office, and act as the Cal Card manager to provide procurement and purchasing services for the entire subdivision as well as asset management of equipment and materials.
15%	E	Coordinates the training and rotation programs within BD. Coordinates the training funds and resource request for each fiscal year and track the expenditures and appropriate use of training funds. Coordinates the DES Rotation program to provide rotations for BD new hires as well as providing Design rotations and Design rotation training for DES staff who require a BD rotation.
5%	M	Assists the Deputy Division of BD with special projects.

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

Supervises staff in the Administrative Support Branch.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of:

- Caltrans' and DES' organization, policies, and procedures.
- Budgeting processes, electronic databases, purchasing procedures, contract administration, and asset management
- Business administration practices including personnel and fiscal management, safety, organization, training, modern office methods, forms, and equipment.
- Proper charging practices, such as the use of reporting codes and working with appropriate managers to correct any charging discrepancies.
- DPAC Acquisition Manual, Contract Managers Handbook, non-IT and IT acquisition purchasing procedures.
- Property Control Manual and procedure, update procedure changes.

Must have the ability to:

- Plan, direct, and coordinate the work of a group of administrative staff.
- Analyze situations and adopt an effective course of action, reason logically and creatively, research, and utilize problem-solving techniques.
- Effectively work in a team environment and coordinate with various levels of management and staff, both in person and through telephone communication. Must be able to communicate effectively both orally and in writing.
- Collect, develop, categorize, maintain and summarize information, and to write clear concise correspondence, reports, and technical analysis.
- Understand procurement laws, regulations, and policy requirements.
- Use software programs such as Microsoft Office Outlook, Word, Excel, Access, and PowerPoint. Experience using Filemaker Pro and Adobe is highly desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for providing effective, pertinent, and responsive administrative support and various reports to Division management. Decisions based on the information provided by the incumbent, directly impacts the effectiveness of the division in meeting its goals, objectives and fiscal constraints. If the information is not correct and timely it can have a major

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impact on management decisions and could adversely affect the Division's mission in meeting its goals, objectives and fiscal responsibilities.

PUBLIC AND INTERNAL CONTACTS

Has daily contact with all levels of Engineering Services staff and frequent contact with personnel throughout the Department and the public. The incumbent must be able to address subdivision-related issues and questions from all requesters, both within and outside Caltrans.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to work on a keyboard and sit for long periods of time. Must be able to adapt to changes in priorities and complete tasks or projects with short notice. Must be able to work with others in a cooperative manner and treat others with respect.

WORK ENVIRONMENT

Works in a climate-controlled office environment under artificial light. May be required to travel to meetings and construction sites statewide and be exposed to dirt, noise, uneven surfaces, and extreme heat or cold.

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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