

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Staff Services Manager I	OFFICE/BRANCH/SECTION PM2/Resources & Business Services	
WORKING TITLE Resource Capacity Manager	POSITION NUMBER 900-063-4800-001	REVISION DATE 08/05/2025

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 Deputy Division Chief, the Staff Services Manager (SSM) I is responsible for managing the overall Budget Capacity for the Planning and Modal Divisions. Monitor the Division 's resources and holds the responsibility for the Division's budgetary and resources efforts, including analyzing and creating complex budget reports to maximize use of funds. Monitor the use of operating expenditure (OE) funds, strategize and make recommendations to mitigate funding liabilities, provide reporting to management, and coordinate with staff on encumbrance management to assure timely use of funds and utilizing all funding capacity.

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. (Employee Excellence - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity, 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, 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. (Employee Excellence - Collaboration, 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. (Employee Excellence - 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. (Employee Excellence - Equity, 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. (Employee Excellence - Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Integrity)

TYPICAL DUTIES:

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

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40%	E	Hire, train, mentor and supervise a team of analysts. Manage and assign workload and projects, review completed staff work, and provide guidance to staff. Prepare probationary reports and annual performance evaluations. Manage and supervise resource staff in their duties to support the oversight, coordination, and financial management of Planning and Modal Operating expense resources, including working with high-level staff in the Department. Plan, develop, conduct initial set up and perform ongoing maintenance of project budget and accounting to ensure the several funding operating expense allocations are correctly implemented, monitored, and reconciled and that expenditure reports are accurate and prepared on a regular basis documenting the financial status. Leverage OE fund capacity and redirect funding when necessary to spend funds within the budget year. Keep management informed of the performance budget issues and makes recommendations for solutions and resolution.
25%	E	Responsible for overall encumbrance management and capacity for Planning and Modal OE expenditures. Direct staff to create and analyze OE encumbrance data to assure the effective use of OE funds, make recommendations to maximize use of OE funds and ensure that the Program managers are effectively using their resource allocation. Provide updates to management on trends, forecasting, and fiscal accountability. Track and monitor progress on proper encumbrance management and training project managers on correct encumbrance management.
25%	E	Responsible for deciding discretionary fund approvals. Analyze OE budget capacity and direct through staff the coordination of OE spending plans for Planning and Modal divisions; analyze trends and adherence to spending plans. Direct the intake of OE fund requests, prepare request for management review, and partner with Contract Management Office to report on approved funds for contract throughput.
5%	M	Direct staff in the creation and reporting of fiscal data. Make recommendations to management and resource staff on reporting structure and dashboarding information. Maintain the Planning and Modal Division Reporting tools and executive resource reports. Determine best format(s) for ad hoc reports requested by executive management.
5%	M	Perform other job-related duties within the scope of the classification 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
Directly supervises a staff of Associate Government Program Analysts/Staff Services Analysts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Possess thorough knowledge of financial management, along with contract and procurement process and functions. The ability to produce quality work products, interpret policy and determine appropriate actions to be taken. The ability to prepare complete and comprehensive reports and make effective presentation, use good judgment for analysis of budgets and planned/actual expenditures, resource requirements. The ability to coordinate effectively with all levels of management and employees. The Ability to conduct research, investigate, identify, and resolve/propose solutions to problems/issues. The ability to establish and maintain effective working relationships with the Department and with external control agencies. The ability to communicate effectively both in writing and verbally. The ability to plan, organize and prioritize complex and sensitive work load and analyze and develop meaningful recommendations for management and/or control agency staff regarding budget issues as completed staff work. Have a strong background in fiscal project management, analysis of expenditures, and management capability and the ability to evaluate and prioritize competitive projects. Knowledge of AMS Advantage Accounting System and Datalink.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The SSMI is responsible for independent action and initiative in assuring that appropriate resources are allocated, controlled, and adjusted as necessary. Be able to consider all input and pertinent factors before reaching conclusions and making recommendations on the Division resources especially because these situations could create a catastrophic funding shortage requiring critical transportation projects to be postponed or canceled, which would reflect negatively on the Department. The consequence of not considering all factors could result in inconsistent or inappropriate decisions made by management that could impact the ability for managing the Division's resources. Errors in judgment could result in violations of constitutional and statutory constraints on the use of state and federal transportation funds, highway use taxes as well as other revenues and appropriations.

PUBLIC AND INTERNAL CONTACTS
The incumbent will collaborate and coordinate work with high-level staff (SSM I and above) throughout the various planning programs, and districts, as well as the Division of Budgets, Division of Accounting, and Division of Contracts and Procurement is required periodically. Contacts with the public will not be required ordinarily, but relationships with outside agencies also have a major impact on departmental credibility and frequently affect the ability of the Department to influence public policy. Other

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contacts include other state and federal agencies and outside vendors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The ability to effectively communicate, develop and maintain cooperative working relationships; concentrate in order to review and create documents; meet strict deadlines; and grasp the essence of new information. The ability to organize and prioritize large volumes of varied documents and data. The ability to adapt to changing priorities, complete tasks, or projects with short notice; deal effectively with pressure; exercise a high degree of independence and work with others in a cooperative manner. The ability to multi-task while regularly responding to e-mails and phone calls. This position requires the incumbent to be flexible and adaptable to changing policies, rules and regulations as it relates to personnel administration. The ability to adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. The ability to develop and maintain cooperative, collaborative working relationships with staff as well as other departmental employees and recognize emotionally charged and/or sensitive issues and problems and handle them effectively and appropriately. The ability to recognize and respond appropriately to difficult situations and priority issues arising within a dynamic work environment, and the ability to facilitate effective solutions. The ability to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

WORK ENVIRONMENT

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquarterd location. Business travel reimbursements considers an employee’s designated Headquarters location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd 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
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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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