

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Staff Services Manager I	OFFICE/BRANCH/SECTION D5/Administration/Budgets	
WORKING TITLE District Budget Manager	POSITION NUMBER 905-100-4800-011	REVISION DATE 03/22/2023

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:

As District Budget Manager, incumbent has overall responsibility for the supervision of employees performing a wide range of administrative and budgetary functions. These functions include: Program Budget Allocation and Monitoring, Certification of Funds and Encumbrances, Cashiering, Mailroom and Motorpool. Establishes and implements internal policies and procedures to ensure activities are performed consistent with departmental goals. Ensures timely service to customers, who are primarily other work groups within Caltrans. The incumbent will be expected to attain excellent results through the proper direction and training of employees. Self-motivation, innovation, creativity, building rapport and promotion of teamwork will be important to success.

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. (Safety First, Cultivate Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - 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 - Innovation)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Strengthen Stewardship and Drive Efficiency - Innovation, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **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. (Cultivate Excellence - Integrity)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

40%	E	Provide leadership and direction to the Budget Management staff. Direct the analysis and monitoring of expenditures to develop and control the District 5 personal services and operating expense budgets. Directs staff in compiling and analyzing operating expenses, and personal services budgets by program, fund and categories of expenditures. Manages the District Capital Outlay Support (COS) Budget, working closely with COS Budget staff in each division. Determines program resource shortfalls and impact and looks for solutions. Directs staff in budget reporting and analysis. Directs staff in the development of the yearly activity plans for PS and OE. Works with managers and supervisors to ensure positions are established within budget authority. Works with managers and supervisors in District and Central Region Services to ensure timely development and negotiations for cross-allocations.
20%	E	Manages cashiering function responsible for distribution of employee payments. Ensures that security of warrants, travel checks, etc. is maintained, that all accounting procedures are followed and that problems with checks are thoroughly researched and corrected on behalf of District employees. Ensures that District Records Officer efficiently maintains records, storage and disposal, in accordance with departmental policies.
20%	E	Manages the District automotive pool, ensuring that the transportation needs of employees are met through a well-managed automotive program. Determines vehicle needs, assures repairs are made, that the reservation system is efficient, and that records are well maintained. Oversees Electric Vehicle (EV) systems, including proper charging rotation and software maintenance. Processes semi-annual vehicle justifications for all under-utilized vehicles.
15%	E	Manages staff engaged in mail service, activities, including processing all incoming and outgoing mail, including overnight mail, express mail and mail requiring special handling. In this capacity ensures that mail is processed expeditiously, in conformance with postal service guidelines. Ensures that overnight deliveries are handled efficiently. Reviews and monitors postage and packages costs and selects most cost effective methods that meet business requirements.
5%	M	Work with the District Fleet Optimization Manager and Shop 5 Superintendent to manage and coordinate WEX Cards, review fleet utilization reports, speeding reports, and review GPS reports as needed to manage fleet.

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 Associate Governmental Program Analysts, Staff Services Analysts, and Office Technicians.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Staff Services Manager I must be knowledgeable in the principles of supervision and management, business administration, State Administrative Manual, Department of General Services practices and procedures and Departmental policies and procedures as they relates to the administrative aspects of the Division. Must be knowledgeable on personnel procedures, principles and practices of employee supervision, and proper documentation of personnel records. Communicate effectively orally and in writing with clerical staff, engineers, and contractors, the public, vendors and other divisions and agencies.

Must be knowledgeable on budgetary issues, funds monitoring, various Caltrans procurement methods, have strong knowledge of, and/or the ability to learn, Caltrans Enterprise Financial Infra-Structure (E-FIS Advantage). Able to utilize computer technology to perform work duties.

The incumbent must have the ability to analyze complex situations, make sound decisions, adopt an effective course of action; must be able to provide detailed and summary analysis of data and make recommendations to management, communicate effectively with all levels of management, members of other Districts, HQ and other agencies, and to effectively select and train employees as well as to direct and evaluate their job performance.

Follow oral and written communication from managerial staff. Review detailed records and correspondence for completeness and accuracy. Must able to establish and maintain extensive cooperative working relationships throughout the District and with Headquarters staff at all levels. Must be able to deal tactfully with the public and coworkers.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inappropriate budget decisions can have a direct, adverse impact on the departmental program which could result in the loss of effectiveness in those programs, including over or under expenditures of funds. This could cause possible loss of the use of

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

funds, adversely impact future funding levels, and loss of delegation

PUBLIC AND INTERNAL CONTACTS

Has daily contact with all levels of employees in the District, other Districts, and HQ, and members of the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee will occasionally bend, stoop, kneel, to pull or push object, grasp objects with fingers, stand for long periods of time and twist the body or neck in a sideways motion, either seated or standing. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must be able to sustain concentration levels needed for reviewing material, auditing, problem solving and reasoning. Employee may deal with difficult people and must have the ability to develop and maintain cooperative working relationships; ability to resolve emotionally charged issues reasonably and diplomatically; consider and respond appropriately to the needs of different people in different situations; and be tactful and treat others with respect.

Incumbent behaves in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public services; values cultural diversity and other individuals' differences in the workforce; and ensures that the organization builds on these differences and that employees are treated in a fair and equitable manner; is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

While at his/her base of operation, employee will work in a climate-controlled office under artificial lighting. Employee will be expected to have an in-office presence and may be allowed and/or expected to telework from a home office or other appropriate location on a part-time basis. Employee may be required to travel in state for meetings, conferences, and training.

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.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

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
------------------------	------