

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION Administration/DPAC	
WORKING TITLE Chief, Division of Procurement and Contracts	POSITION NUMBER 702-019-7500-001	REVISION DATE 04/27/2026

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 California Department of Transportation (Caltrans) Deputy Director of Administration, the Chief of the Division of Procurement and Contracts (DPAC) is responsible for planning, organizing, and managing the procurement and contracting program for Caltrans, which includes two Procurement and Contracts Offices (IT and Non-IT); the Office of Policy, Protest, Communications and Material Management; the Office of Architectural and Engineering (A&E) Contracts, and the Office of Sustainable Purchasing. Incumbent also serves as Caltrans' Chief Procurement Officer.

CORE COMPETENCIES:

As a C.E.A., 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Prosperity, Employee Excellence - Collaboration, Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity, Employee Excellence - Collaboration, Innovation, 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. (Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Stewardship)
- **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. (Prosperity, Employee Excellence - Collaboration, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Innovation, Integrity, People First, 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. (Prosperity, Employee Excellence - Collaboration, Integrity, People First, Stewardship)
- **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. (Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Stewardship)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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45%	E	Develops and implements policies in the areas of procurement, publications, CalCard, property control, warehousing, service contracts, architectural and engineering contracts, and minor public works contracts (under \$120,000).
		Develops and establishes the strategic direction of the Division of Procurement and Contracts. The incumbent provides policy direction on operating procedures, implementation of programs, and management techniques impacting the goals and objectives of the Division's strategic plan. Participates in policy development to guide procurement and contract plans, programs, and projects.
30%	E	Serves as Departmental Contracts Officer with full authority to approve all Service Contracts for the Department. Develops and implements policies to ensure that all Departmental contracts comply with applicable rules, laws, and regulations. The consequences of violations of law and/or policy include loss to the Department, alienation of the bidding public, loss of federal monetary participation and lawsuits against the Department. Provides policy direction on Architectural and Engineering and Minor B Contracts.
20%	E	Develops policies to centralize purchasing of all equipment (non-fleet), materials and supplies. Provides policy development for District/Headquarters warehouses.
		Represents the Department at meetings involving highly sensitive or controversial procurement and contract issues. Represents the Department at public conferences and meetings with federal, state, county and city officials; regional and local agencies and authorities; special interest and advocate groups; elected officials; impacted individuals; and industry representatives on issues relating to procurement and contracts for the Department. Directs the work activities of subordinate managers to identify needed products and resources, and develop program goals and implementation plans. Advises the Deputy Director on the full range of issues related to the Division of Procurement and Contracts.
5%	E	Manages the Division's budget to assure appropriate expenditures. Tracks and assures achievement of the Division's performance objectives, activity quality and timeliness targets. Coordinates Division's strategic plan and direction.
		Directs the analysis of proposed legislation to determine the impact on procurement and contracts; recommending departmental position when necessary.

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

The Chief must have the ability to act independently. However, the incumbent receives overall general direction and guidance from the Deputy Director of Administration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles, practices, and trends of public and business administration, including management analysis, planning, program evaluation or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level.

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 administrators or other interested parties on a wide variety of subject matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex staff services program; establish and maintain project priorities; develop and effectively utilize all available resources.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for the overall policies, direction setting, and priority establishment for the development, management and administration of the Division of Procurement and Contracts. The incumbent provides guidance and strategy for preparing recommendations on procurement and contract management matters and decisions. Expert advice to top management is essential to avoid errors that could delay projects, expose the department to criticism, and seriously restrict the operating capability and flexibility of the department.

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The incumbent is expected to make sound decisions and take appropriate actions to reach Caltrans' objectives. The consequence of errors in program direction and execution can result in loss of resources, funding support, federal reimbursement, legislative support, and the opportunity to solve critical transportation problems across the entire scope of the Division and Caltrans.

PUBLIC AND INTERNAL CONTACTS

The position requires developing internal contacts and a generally positive rapport with all managers in the department. Consults with and advises administrators at various levels within the Department and staff of the Departments of General Services, Finance, State Personnel Board and the Federal Highway Administration that are involved with the contracting and procurement area for the Department. Consults with outside vendors and contractors for services.

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 incumbent should be able to quickly adapt behavior and work methods in response to new information/priorities, and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. The incumbent should be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service; develop new insights into situations and apply innovative solutions to make organizational improvements; create a work environment that encourages creative thinking and innovation; be willing to take risks and initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage; and value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The incumbent will be exposed to computers, various lighting conditions - including but not limited to artificial lighting in a standard work office/cubicle, will be required to stand or sit for prolonged periods. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Must be able to work at a keyboard and focus on complex tasks for long periods of time. Incumbent may be required to travel, even at night and work outdoors and may be exposed to dirt, noises, uneven surfaces, and/or extreme heat or cold.

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 expense 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.)

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
