

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Manager I	OFFICE/BRANCH/SECTION District 5 Administration	
WORKING TITLE District Admin Services Manager	POSITION NUMBER 905-001-4969-XXX	REVISION DATE 06/18/2026

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 Deputy District Director, Administration (DDDA), a Career Executive Assignment (CEA) level executive, the incumbent serves as a Manager I (Office Chief). The incumbent is responsible for managing, directing, organizing, and planning the work of four branches in District 5 Administration: Resource and Budget Management, Hiring and Position Management, Facilities and Safety Management, and Business Management. This includes the overall management and direction of the four Supervisor I's and an Analyst III, providing specific strategic guidance and support to rank-and-file staff as needed, and assisting the DDDA with day-to-day operations required in managing the Administrative Division in the District. The incumbent works closely with the DDDA, including stepping into that executive role as needed, which involves attending Executive Staff meetings, Headquarters (HQ) led briefings, and interacting with high-level internal and external partners.

CORE COMPETENCIES:

As a 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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Employee Excellence - Innovation, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation, Integrity, Stewardship)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (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. (Safety, Employee Excellence - Integrity, Stewardship)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Employee Excellence - Collaboration, People First, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Integrity, People First)
- **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)
- **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. (Safety, Equity, Employee Excellence - Equity, People First, Pride)
- **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. (Employee Excellence - Integrity, People First, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Direct, manage and oversee multiple district-wide administrative programs and provide leadership to four branches within District 5 Administration: Resource/Budget, Facilities, Hiring, and Business Management. Exercise full program-level authority and oversight for a broad portfolio of high-impact functions, including Facilities, Safety, Training, Equal Employment Opportunity, Human Resources, Budgets, Position Management, Property Control, Archiving, Small Business, Procurement, Cashiering, Mailroom, Autopool, and Executive Support. Provide overall managerial direction, accountability and guidance to four Supervisor I positions, offering strategic oversight as well as situational support to rank-and-file staff. Serve as a key member of the District 5 Office Chief leadership team, collaborating closely with all programs on strategic planning, internal policy development, statewide alignment, and program integration.
25%	E	Formulate determinations and advise District managers and supervisors on all levels of progressive discipline, including formal adverse actions, ensuring adherence to civil service laws. Make final, elevated discipline determinations with significant legal, fiscal, and statewide compliance implications where the consequences of error are critical. Provide direct management, guidance, and operational direction to the Analyst III (District Discipline Specialist), ensuring district managers and supervisors receive support in gathering documentation and evidence required for progressive discipline. Review and approve all district-wide discipline requests prior to submission to the Office of Discipline Services (ODS). Act with delegated executive-level authority to represent the District and DDDA at State Personnel Board (SPB) and CalHR settlement conferences, including carrying settlement authority on behalf of the District.
25%	E	Direct and manage the oversight of all program budgets within District 5 including Personal Service Dollars, Operating Expense and Position Management. Exercise full position control authority and maintain overall management of District 5 Administration Division's budget allocations and expenditures. Analyze complex fiscal data and formulate recommendations to the DDDA regarding how to optimize and allocate resources within the Administrative Division. Serves as the principal manager of the district's Capital Outlay Support (COS) budget, including resource strategy implementation. Directly manage the crossover of positions and dollars within the internal COS programs in the District, as well as any resources crossed to other districts.
10%	M	Serves as the District's primary administrative point of contact and liaison for the HQ Office of Audits and Investigations, Discrimination Complaint Investigation Unit, Workplace Violence Prevention, and Labor Relations regarding investigations and grievances. Acts as the liaison between these HQ programs and District managers and supervisors to ensure consistent communication, coordination, and compliance. Investigate reports of sensitive ethics violations, which include traveling to locations, interviewing witnesses, and reviewing and analyzing testimony and evidence. Evaluate collected information to determine whether allegations are substantiated, ensuring cases are handled in strict accordance with statewide policies and standards.

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

Direct supervision of four Supervisor I supervisors and an Analyst III. Required to act for the Deputy District Director of Administration for short periods of time.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have the ability to communicate effectively, both written and orally with all levels of staff, negotiate effectively, deal tactfully with all parties in stressful situations, make timely decisions, prioritize critical work, and resolve conflicts.

Must be able to effectively select, train, motivate, and manage staff.

Must demonstrate the ability to analyze and solve the most difficult problems in the District, including sensitive issues between personnel, develop sound alternatives and solutions to problems, develop new policies, procedures, and organizational changes.

Must be able to discuss technical business management and facilities subjects with vendors, contractors, and other governmental agencies.

Must be knowledgeable on budgetary issues, funds monitoring, Caltrans procurement methods, and have knowledge of or the ability to learn Caltrans InfoAdvantage/Datalink.

Must understand the principles and practices of employee supervision, development, and training.

Must have the ability to develop an effective team of subordinates to provide support services to the District.

Must be able to represent Caltrans in a variety of complex and sensitive environments.

Must have the ability to analyze and understand implications of laws, policy, rules, contracts, and legislation pertaining to Caltrans activities.

Must be able to evaluate and consider all factors and effectively develop action plans to react to changes.

Must be able to reason logically and creatively and use a variety of analytical techniques to develop realistic conclusions and

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effective solutions to complex problems.

Must have the skills to handle a variety of personnel and management problems in an impartial manner to develop alternatives and recommend an effective course of action.

Must be able to develop and maintain collaborative partnerships with internal and external partners.

Must have discretion when handling sensitive and confidential information.

Must be able to prioritize workload to meet deadlines.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to comply with administrative laws and rules with consequences that could impact employee and public morale, safety, inefficient operation of support functions, and misuse of public resources. Failure to effectively lead in this Division could result in mismanagement of funds, misuse of state time, and result in loss of credibility for Caltrans.

PUBLIC AND INTERNAL CONTACTS

Daily contact with all levels of employees in the District, other Districts and Headquarters, vendors, contractors, and members of the 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 in the office, employee will work in a climate-controlled office under artificial lighting. 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 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 headquartered 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 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