

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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| CLASSIFICATION TITLE Supervisor I | OFFICE/BRANCH/SECTION External Affairs/Public Affairs/Admin Unit | |
| WORKING TITLE Administrative Manager | POSITION NUMBER 900-095-4800-004 | REVISION DATE 01/08/2026 |

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 Assistant Deputy Director, Public Affairs, the incumbent in this position supports both Public Affairs and Legislative Affairs and performs the most complex and responsible administrative functions with wide latitude for independent action. The incumbent coordinates, plans, develops and implements functions related to budgeting, personnel, procurement, property control, etc. in a customer service environment.

CORE COMPETENCIES:

As a Supervisor 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 - Collaboration, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity)
- **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 - Integrity)
- **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)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration)
- **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. (Equity - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity, Pride)
- **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 - Integrity, Pride)

TYPICAL DUTIES:

| Percentage | Job Description |
|------------|---|
| 45% E | Manages the division's resources. Responsible for ensuring operating expense and personnel services expenditures do not exceed the divisions allocations, monitoring and approving expenditures, conducting monthly review of all expenditures. Responding to budget drills (e.g., zero-based budgeting, efficiencies, monthly projections, assist with BCP proposals, etc.). Supervises administrative analyst in the procurement of goods and services and reviews and approves all procurement documents and invoices to ensure that the procurement and prompt payment guidelines are followed. |

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| 35% | E | Manages the division's Personnel related duties. Responsible for managing the divisions positions, exam plans, updating/maintaining organizational charts, working with hiring managers to process hiring packages. Supervises the administrative analyst with other HR related duties. Assist supervisors with FMLA/RA, Workers Comp, dock, and employee separations. Works with HR to resolve all personnel related issues. Completes Staff Central New Hire form and Employee Account Action Request forms for new hires to ensure employees have access to Outlook, employee directory, network account, etc. Division's Conflict of Interest Coordinator provide updates and changes to form 700 filers. Assist supervisors and employees with setting up their time-sheet charge codes. Telework Liaison participates in meetings, ensures compliance with the yearly renewals of telework agreements, and assists with any questions. |
| 10% | E | Manages the division's equipment inventory for External Affairs. Oversee the property control coordinator work. The incumbent participates in the yearly audit with DPAC and conducts the Three-Year Physical Inventory of Property required by the State Administrative Manual (SAM). Conducts research to resolve discrepancies. Surveys and disposal of equipment in accordance with the Department of General Services (DGS) regulations. Works with Property Control to obtain approvals required on requests for Property Survey. Assess equipment needs according to the replacement plan and processes the equipment purchase requests for the bulk IT procurement which is done twice a year following IT guidelines set forth. Deploys equipment to new staff and completes the authorization to remove state property for equipment. Collects equipment from separating employees to return to stock and updates records. |
| 5% | M | EEO Liaison and facilities liaison for External Affairs. As EEO Liaison the incumbent participates in quarterly meeting, assists supervisors with tracking EEO training for compliance. Assists employees with how to sign up for training. Track EEO accomplishments for the annual report. As facilities liaison keeps management and employees informed of any building issues that arise and report any building issues in our areas. |
| 5% | M | Records Retention Coordinator, e-Signature liaison, and participation in annual Workers Memorial event. |

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

This position supervises an Analyst II and oversee purchasing of an Executive Assistant. May provide guidance and direction to other analysts, clerical support staff, student assistants and/or volunteers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be knowledgeable of the Department's mission, goals and objectives and possess knowledge of pertinent laws, statues, and regulations regarding resources, contracts, purchasing and procurement, and general office operations. The incumbent must be knowledgeable of current business administration, principles, practices and trends of public and business administration, including personnel, budgets, fiscal management, purchasing, safety, organization, training, modern office methods, forms and equipment, and governmental functions and organization at the state level. The incumbent should be familiar with the Department's Accounting Manual, the State Administrative Manual (SAM), and Division of Procurement and Contracts (DPAC) and Department of General Services (DGS) policies and procedures for purchasing and contracts. The incumbent must be able to assimilate and evaluate technical and procedural input from various sources, develop alternative courses of action and make objective recommendations on all issues relating to this position.

The incumbent must have the ability to effectively coordinate with various levels of management and staff, both in person and through written and oral communication. Must have the ability to develop and maintain effective working relationships and work cooperatively with others and to respond to inquiries from the media, staff at all levels, and internal and external customers in a timely and effective manner.

The incumbent must have the ability to independently analyze complex issues and present ideas and information effectively, both verbally and in writing and make recommendations to upper management on a wide variety of administrative issues. The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks with short notice. The incumbent must be able to resolve conflicts in a positive manner and maintain a high level of professional integrity. The incumbent must be able to gather and work with sensitive/confidential information while maintaining the confidence and cooperation of others.

The incumbent must reason logically and creatively; utilize a variety of analytical techniques to resolve complex problems and develop responses on a wide variety of complex administrative issues. The incumbent must have the ability to work and communicate effectively both orally and in writing with staff at all levels.

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The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates, and to recognize potential project-related problems with personnel, fiscal resources, or scheduling and either take or recommend corrective action. The incumbent must be able to manage and resolve conflicts and disagreements in a positive and constructive manner to minimize negative impact.

The incumbent must be able to prepare complete and comprehensive reports and letters; make effective presentations, use good judgment for analysis of resource requirements; be able to coordinate effectively with all levels of management and employees.

The incumbent must be able to manage and resolve conflicts and disagreements in a positive and constructive manner to minimize negative impact and maintain a high level of professional integrity.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent makes decision/recommendations on various resource and administrative functions. Failure to stay abreast of existing policies and departmental operations could impact the effectiveness of the division in meetings its goals, objectives, and fiscal constraints.

PUBLIC AND INTERNAL CONTACTS

The incumbent has a wide variety of public contact with individuals, private industry, the general public and staff at all levels within the Department.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must exhibit professionalism and self-assurance in the middle of fast-paced and sometimes chaotic conditions. The incumbent must have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information. The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. Some walking and lifting is required.

Must be able to organize and prioritize large volumes of varied documents including confidential materials. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates.

The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships and recognize emotionally charged and/or sensitive issues and problems and handle them effectively and appropriately. Employee must recognize and respond appropriately to difficult situations and priority issues arising within a dynamic work environment and must facilitate effective solutions. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The incumbent must be able to sustain the mental acuity needed to conduct necessary research, analysis, reasoning, auditing and editing, problem solving and report creation and writing. Formulates effective strategies consistent with current business trends and develops new insights into situations and applies innovative solutions to make organizational improvements and is willing to take intelligent risks; initiate actions that involve deliberate risk to achieve a recognized benefit or advantage. Must be able to communicate in English and may be required to make presentations, facilitate meetings, lead workshops, and serve on quality teams.

This position requires the incumbent to be flexible and adaptable to changing policies, rules and regulations as it relates to administrative functions. The incumbent must be open to change and grasp the essence of new information and have the ability to adapt behavior and work methods in response to new information, changing conditions or unexpected obstacles. Must have the ability to multi-task, adapt to changing priorities, and complete tasks or projects with short notice. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships and recognize emotionally charged and/or sensitive issues/problems and handle them effectively and appropriately.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. Values cultural diversity and other individual differences in the workforce and ensures that the organization builds on these differences and that all employees are treated fairly and equitably.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The work environment is fast-paced, busy and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful at times. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltran's

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evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employee 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 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.

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