

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervisor II	OFFICE/BRANCH/SECTION Office of Construction Administration Services	
WORKING TITLE Office of Construction Administration Services, Office Chief	POSITION NUMBER 907-508-4801-xxx	REVISION DATE 09/04/2025

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 Assistant District Division Chief, the incumbent has overall responsibility for the planning, organizing, directing, supervising, and overseeing the following areas: Labor Compliance, Contract Compliance, Budgets, Training, Payment Processing, Inventory (fleet, facilities and equipment), staff assignments and other administrative functions within District 7 Construction Division.

CORE COMPETENCIES:

As a Supervisor II, 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. (Equity, Employee Excellence - Equity, Integrity, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Employee Excellence - Equity, Integrity, People First, Pride, 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. (Equity, Employee Excellence - Collaboration, Equity, Integrity, Pride, 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. (Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- 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. (Equity, Employee Excellence - Collaboration, Equity, 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. (Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- 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. (Equity, Employee Excellence - Collaboration, Equity, Integrity, Pride, Stewardship)
- Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety, Equity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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30%	E	Oversees the function of the Construction Administration Unit. Establishes standard operating procedures and performance baselines for all administrative services. Responsible for providing support to the District Director, Assistant District Division Chief, Supervising Transportation Engineers and all personnel in Construction to ensure timely payments are approved for all maintenance services, lease contracts and purchases. Monitors the staff in the Administration Unit to track the divisions charges, correct accounting codes used for Cal-card payments, Service Contracts, Leases, Purchasing Requests for supplies and distributing IT equipment to construction offices and staff. Reviews annual operating expense plans to procure and distribute all available resources to all functions in the Division. Ensures the Administration Unit provides timely review and approval of all supporting contracts for all Construction field offices to operate smoothly and continuously. Ensures effective use of resources based on program needs and is the on-site expert in the district administration process providing consultation and advice on all administration issues. Monitors all hiring for Construction including consultants. Construction Zone enforcement Enhancement Program (COZEEP) billing for field offices.
30%	E	Manages and oversees the function of Labor Compliance Unit to ensure all construction contracts follow laws and regulations governing Labor Compliance, Disadvantage Business Enterprise (DBE) and Equal Employment Opportunity (EEO). Responsible for monitoring the department-wide administration of the labor compliance units technicalities for Construction which include: "public works" contracts, DBE, EEO, Disable Veteran Business Enterprise (DVBE) Program, Small Business (SB) Program and subcontractor substitution provisions of construction contracts. Monitors staff to conduct district process evaluations so they are in compliance with Federal and State requirements regarding labor compliance, DBE, EEO, DVBE, SB and subcontractor substitution. Provides guidance, direction and support of four Supervisor I's to represent Caltrans in negotiations to resolve compliance violations, thus avoiding hearings, litigation, claims, and labor disruptions or project delivery delays.
30%	E	Manages and monitors the Construction Payment Unit to ensure all construction payments are processed on time. Provides guidance, direction and supports the Staff in the Estimate Unit evaluating all documents pertaining to Progress Pay Estimates, After Acceptance Estimates, Proposed Final Estimates, Semi-Final Estimates and Final Estimates: and necessary support documents for these Estimates. Ensures staff evaluates all documents relating to contract payments, reviewing estimates to determine accuracy in calculation of items and verifies deductions on contract overruns, verifies and reviews all documents submitted by the Resident Engineer and Contractor. Provides guidance, direction, support and ensures staff in the Estimates Unit reads and understands the Special Provisions for each contract to determine which documents will be required and if deductions need to be taken. Ensures staff receive adequate training on proper Management policies and/or directives in order to communicate these policies effectively to the Construction Resident Engineer and field personnel, as well as State Contractors.
5%	E	Works with Division Resource manager to accurately project the staff needs for each function every fiscal year. Provide training to staff to ensure critical support needs in the Division are adequately provided. Established Standard Operating Procedures (SOP) with desk reference manuals to streamline processes. Uses project management techniques to train administrative staff so adequate support will be provided.
5%	M	Assists Deputy District Director and Assistant District Division Chief regarding any ad hoc Construction Administrative Support related issues on which the Department is focused. May independently perform and/or participate in focus groups or administrative work groups, which may have district and/or department impacts; may act on behalf of the Deputy District Director, or Assistant District Division Chief during his/her absence; and may perform other duties 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

Provides direct first-line supervision to five Supervisor I's. Has oversight responsibility for the operation of the construction administrative support functions.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Caltrans' organization, departmental policies and procedures and Caltrans' construction process. Knowledge of Federal and State laws regulating the activities of the Department. Knowledge of methods in planning, organizing, directing and evaluating construction program administration support and overall performance. Knowledge of principles and techniques of programming, budgeting, supervision and personnel management. Knowledge of organizational relationships within and outside of Caltrans that pertain to the construction of transportation facilities.
Ability to administer a complex administrative program, and plan and direct the work of staff assigned. Ability to analyze and

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resolve highly complex and/or politically sensitive issues, and inter-agency and public relations issues. Ability to formulate and implement policies and procedures, and to establish performance goals and objectives. Must have the ability to communicate, both orally and in writing, with all levels of management and employees, both in Headquarters and the districts, other state and federal agencies, legislators, local agencies and community groups.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for all major decisions and consequences of error for all major decisions inherent in planning, organizing, and directing the District's construction administrative support activities. Failure to meet delivery and budget commitments as prescribed by Federal, State and Local agencies could result in loss of transportation funding and damage the Department's credibility. It could further lead to conditions that endanger the traveling public and increase potential liability against the department.

PUBLIC AND INTERNAL CONTACTS

The Office Chief for Office of Construction Administration Services represents the Department at meetings with federal, state, regional and local agencies and the public concerning the scope of the District's construction administrative function. In addition, the incumbent speaks in public on transportation matters pertaining to District 7 and establishes and maintains good working relationships with other districts, headquarters management, local jurisdictions, and contractors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The physical demands described here represent those that must be met by the incumbent to successfully perform the essential functions of this position. Reasonable accommodation may be made.

- The incumbent is regularly required to listen and speak to others in person and on the telephone and to make public presentations.
 - The incumbent is required to travel by car, train or plane to attend meetings and events throughout the state.
 - The incumbent is regularly required to review, comment and present written documents and material.
 - The incumbent must be able to sustain mental activity to write technical reports, resolve politically sensitive issues, manage diverse field construction issues, and deal with a large number of complex problems simultaneously.
 - The incumbent must be able to maintain emotional control during conflicts.
 - The incumbent must be able to develop and maintain cooperative working relations, respond appropriately to difficult situations, and recognize emotionally charged issues or problems and perform appropriately.
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WORK ENVIRONMENT

The work environment characteristics described here represent those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made.

- While performing the duties of this job, the employee usually works in an office environment, but occasionally may be required to work outside in all weather conditions.
- The noise level in the work environment is usually moderate, although some public meetings and work site may be loud.
- 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
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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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