

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervisor I	OFFICE/BRANCH/SECTION D5 Administration/Organization & Position Management Branch	
WORKING TITLE Organization & Position Management Branch Chief	POSITION NUMBER 905-001-4800-001	REVISION DATE 08/24/2026

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 Admin Services Office Chief - Manager I, the Organization & Position Branch Chief – Supervisor I, will supervise employees handling administrative tasks such as position management, recruitment, personnel operations, exams, and labor relations. Incumbent will set internal policies to align activities with departmental objectives and ensure prompt service to Caltrans work groups. The role requires effective leadership, employee training, self-motivation, teamwork, innovation, and strong rapport-building.

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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Employee Excellence - Innovation)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity, Pride)
- 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. (Employee Excellence - Collaboration, 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. (Employee 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. (Employee Excellence - Innovation, Pride)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - People First, 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. (Employee Excellence - Collaboration, Integrity, People First)
- 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. (Employee Excellence - 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. (Employee Excellence - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	Provide leadership and direction to D05 hiring staff and oversee position management reports, databases, and activity planning. Guide development of Position Action Request Form (PARF) transactions, duty statements, organizational charts, activity plans, and Persons on Board (POB) reports for position allocation. Reports POB count to Capital Outlay Support (COS) program on monthly basis. Collaborate with managers and Resource Management to ensure positions are within budget. Represents the District on statewide task forces and manages negotiations for cross-allocations within the District. Effectively communicate with HQ Classification & Hiring and Organization Management to discuss district hiring needs and prioritize workflow.

Americans with Disabilities Act (ADA) Notice: This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

25%	E	Provide guidance and support to District Human Resource staff, making sure that District management receives timely and suitable advice on personnel matters. Oversee the New Employee Orientation (NEO) to ensure new staff receive a successful onboarding experience. Guarantee that all pay and benefit services are delivered to District staff promptly and professionally. Effectively communicate with Transaction Services supervisors to resolve pay and benefit discrepancies.
25%	E	Provides guidance and support to the Recruitment and Onboarding Analyst to ensure Caltrans' recruitment efforts are professional and effective to attract and secure skilled employees. Oversees Student Assistant and Volunteer Programs. Collaborate with hiring units and management to address workforce needs and attrition planning.
5%	M	Conducts monthly Organization Chart and Persons on Board (POB) comparison with Position Analysts to ensure accuracy of position control. Additionally, runs bi-monthly position reports in Recruitment, Onboarding & Appointment Dashboard (ROAD) and reconciles district positions by funding program to ensure vacancies are filled in a timely manner to maintain accurate staffing levels and support efficient workforce planning.

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 Analyst II and Personnel Technician staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Principles, practice and trends of public and business administration, including management and support staff services such as organization and position management, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program position 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.

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, agencies, and to effectively select and train employees as well as to direct and evaluate their job performance.

Follow oral and written direction from managerial staff. Review detailed records and correspondence for completeness and accuracy. Must be 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 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 funds, adversely impact future funding levels, and loss of delegation. Inappropriate Human Resource related decisions or counsel could result in inappropriate personnel actions, failure to comply with State or Federal EEO regulations, poor organizational decisions which could adversely affect productivity, increase the Department's exposure to liability, and poor employee morale.

Responsible for monitoring the work flow, accuracy of the work, timeliness of completion of assignments. Errors in accuracy and timeliness of assignments could cause costly delays for the State.

PUBLIC AND INTERNAL CONTACTS

Employee may have daily contact with all levels of employees in the District, other Districts, and HQ, and occasionally 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.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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 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' 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.

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