

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervisor II	OFFICE/BRANCH/SECTION Division of Procurement and Contracts	
WORKING TITLE Chief of Staff	POSITION NUMBER 702-019-4801-924	REVISION DATE 08/04/2026

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 Division Chief, a Manager II, for the Division of Procurement and Contracts (DPAC), the Supervisor II serves as a program Chief of Staff, providing strategic direction and guidance to the offices of Communications and FI\$Cal and managing staff responsible for human resources and the monitoring of the Division's budget and expenditures. Responsibilities include managing the development and implementation of statewide policies, procedures, and training related to DPAC's acquisition and contracting processes, and providing consultative advice and project management support to the FI\$Cal Project Management effort for DPAC.

The incumbent is also responsible for providing consultative, administrative/program direction, and support services directly to the Division Chief on complex issues and policy matters of critical concern to DPAC and Caltrans. The incumbent is responsible for managing strategic planning efforts, acts as the central coordination point for the Division Chief's assignments to the Deputy Division Chiefs, and assists the Division Chief in the establishment and execution of new statewide policy and procedures. This position requires a high level of confidentiality that must be observed when addressing sensitive issues while exercising a high degree of discretion, initiative, independence, resourcefulness, tact, and organization skills. The successful candidate must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customers' expectations.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Innovation, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity, Pride)
- **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 - Equity, Integrity, Pride)
- **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)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Integrity, People First, Pride, 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. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **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, 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 - Equity, Integrity, People First)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
25%	E	Provides leadership, supervision, and direction to two branches in DPAC responsible for the development and delivery of statewide contract and procurement training and develops strategies/tools to measure its effectiveness. Oversees the development and implementation strategies to market DPAC and its successes; provides direction on the administering of various Division communications through a variety of methods; manages DPAC's internal/external webpages; manages human resources and monitors the Division's budget and expenditures; and provides guidance with other DPAC administrative functions. Provides strategic direction and consultative advice and project management support to the FI\$Cal Project Management effort for DPAC. Develops workload standards and strategies to measure performance. Ensure ethical practices and policies are followed and demonstrates a positive attitude and commitment to providing quality service that is accurate, timely, and exceeds customer expectations.
25%	E	Advises the DPAC Division Chief on a variety of contract/procurement related topics. Identifies and prioritizes issues/needs requiring executive attention, conducts independent research and formulates recommendations on program policy recommended actions. Ensures complex issues and policy matters of critical concern to the Division Chief are facilitated, completed and implemented throughout the Division. Serves as the primary liaison between Deputy Division Chiefs when projects and assignments overlap between various DPAC program areas. Serves as an impartial facilitator, and a primary point of contact, in resolving issues escalated the Division Chief. Responds on behalf of the Division Chief to inquiries from and/or issues involving DPAC. Serves as a policy advisor to the Division Chief and is responsible to monitor, track, brief and provide updates on special projects in support of DPAC. Provides research, assistance and advice to the Division Chief on highly sensitive and/or confidential critical matters by performing analysis, providing recommendations, and reporting on various items requested. Requests may include policy and special interest topic projects requiring extensive research and outreach. Troubleshoots various issues and promptly responds to situations that arise, either independently or in consultation with the Division Chief and/or Deputy Division Chiefs. Develops and/or delivers complex presentation materials including charts, graphs and other data representations. Makes recommendations for new operational strategies, programs and/or revisions to existing policies and procedures in DPAC.
20%	E	In coordination with the Division Chief/Deputy Division Chiefs, leads in the development of major DPAC policies, procedures and initiatives. Communicates policy decisions and other sensitive information to Deputy Division Chiefs, and coordinates and performs studies of special interest to the Division Chief. Identifies issues/needs, conducts independent research and formulates recommendations on the pro/cons of recommended actions. This requires in-depth knowledge of the Division Chief's vision, plans and goals for DPAC; provides direction to the strategic planning and goals of the Division. Incumbent works with DPAC management, as well as various levels of Headquarters and District Divisions when necessary, to oversee/coordinate complex, high-priority items assigned by the Division Chief with responsibility for the outcomes of those items. Develop and review strategies to ensure DPAC's programs and initiatives align with the strategic plan and desired outcomes for the Division and Department. Reviews and approves material for the Division Chief's signature and acts as the central coordination point for the Division Chief's assignments to Deputy Division Chiefs. Prepares responses to inquiries from legislators, public agencies and the private

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20%	E	Participates in policy development by the management team to implement related efforts. The incumbent represents the views of the Division Chief and introduces and promotes Caltrans and/or DPAC projects and initiatives to a variety of internal and external stakeholders. Attends meetings with the Division Chief and/or Deputy Division Chiefs when appropriate, while also providing the Division Chief/Deputy Division Chiefs with full briefing of issues prior to meetings and ensures Division Chief has all documents and materials necessary for review. Represents the Division Chief or Deputy Division Chiefs at meetings when appropriate. Schedules and maintains the Division Chief's calendar and effectively notifies/communicates any and all changes to the schedule; independently arranges for all meetings, transportation, materials, and itineraries for the Division Chief. Develops an itinerary of the day's activities and scheduled meetings, and reviews the schedule with the Division Chief; coordinates and prepares agendas, takes minutes at meetings, transcribes and distributes notes, and determines/assembles necessary materials for meetings. Makes travel arrangements and prepares travel expense claims. Screens telephone calls to the Division Chief and directs to the appropriate staff.
10%	M	Directs the administrative functions for DPAC, collaborates with external partners, and addresses the most complex or confidential administrative issues in budgeting, position management, human resources and facility activities, and improvements to the operational efficiency of the Division.

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 incumbent directly supervises two (2) Supervisor I (Supervisory) positions and one (1) analyst, and indirectly supervises seven (6) analysts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent should be knowledgeable of the principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; the administration and Department's goals and policies; governmental functions and organization at the State and local level; Department's equal employment opportunity (EEO) objectives; and a supervisor's role in the EEO program and the processes available to meet EEO objectives.

The incumbent must have the ability to manage workload with competing priorities to ensure commitments are met timely, 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 management 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; develop, review and edit written correspondence and reports; utilize interdisciplinary teams effectively in the conduct of studies; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the Department's equal employment opportunity objectives

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must be able to make independent decisions on a regular basis to effectively evaluate problem areas in the procurement and contracting acquisitions area and contract administration and to recommend and implement solutions to those problems.

An inaccurate interpretation or application of the law, inability to meet deadlines, failure to implement proper controls, or the inability to eliminate errors could result in violation of statutory requirements and loss of the Department's delegated authority to process and approve purchasing and service contract documents. The consequence of violations include delays and increased costs in project delivery due to protested contracts, a loss of federal fund participation, betrayal of public trust, embarrassment to the Department, and lawsuits.

PUBLIC AND INTERNAL CONTACTS

The incumbent independently confers with all levels within the Department on matters relative to the administration of acquisition procurement and contracting activities. The incumbent is in regular contact with the Legal Division, Division of Business Operations, Human Resources, Office of Civil Rights, and Divisions and District staff. This position may represent the Department on acquisitions of procurement and contract matters before the Department of General Services, Victims Compensation and Government Claims Board, Federal Highway Administration, other state and local agencies, consulting firms, industry advocacy groups, the business community, or the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Must be able to sustain mental activity as needed for all aspects of supervision and management, problem resolution, report writing, analysis, and reasoning.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to

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organize and prioritize large volumes of varied documents. Must be able to deal effectively under pressure, maintain focus and intensity even under adversity, working within strict time constraints. Must be open to change and new information, and adapt behavior and work methods in response to new information, changing conditions or unexpected obstacles. Position requires interaction with many people. It is important that employees work with others in a professional manner. Employee must be able to develop and maintain cooperative working relationships. Employee must be cognizant of the needs, feelings, and capabilities of people in different situations; is tactful and treats others with respect.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. In-state travel may be required related to statewide districts and/or divisions to provide training, address and resolve issues/concerns regarding acquisition priorities, and to disseminate acquisition policies.

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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