

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervisor I	OFFICE/BRANCH/SECTION DES/PPM&OE/OPD&SCM	
WORKING TITLE Structures Contract Management Support Branch Chief	POSITION NUMBER 559-150-4800-002	REVISION DATE 08/18/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

As a Supervisor I, the incumbent will work under general direction of the Chief of the Office of Project Delivery (OPD) and Structures Contract Management (SCM), a Supervising Transportation Engineer. The incumbent supervises a team of analysts supporting contract managers and provides support and direction to staff in the execution of contracting responsibilities. The incumbent is also responsible for procuring consultant service contracts and will manage consultant service contracts for the Division of Engineering Services (DES) to provide support to project delivery activities.

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.

- Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Employee Excellence - Innovation, Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Innovation, Stewardship)
- 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, Integrity)
- Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Equity, Employee Excellence - Collaboration, Equity)
- 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 - Collaboration, People First)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, 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 - Integrity)
- Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Employee Excellence - 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	Job Description
Essential (E)/Marginal (M) ¹	
30% E	Supervises, plans, assigns, and monitors work of a team of analysts assisting contract management activities. Provides instruction and guidance, maintains discipline, makes decisions, and manages technical and administrative issues through directing the work of the Contract Management Support Unit (CMSU). Manages A&E filing system on all consultant contract activities. Reports to the Office Chief on critical issues and activities relating to the assigned areas.

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25%	E	Contract Procurement: Coordinates with the contract managers and CMSU team and aids in determination of appropriate contract type, budget, payment method, duration, and applicable goals (Underutilized/ Disadvantaged Business Enterprise (DBE)/Small Business Enterprise (SBE)/ Disabled Veterans Business Enterprise (DVBE)). Directs the team to aid the contract managers in preparation of complete procurement package which includes but is not limited to: contracting out pre-approvals; completed Service Contract Request (ADM 360), including clear and concise Contract Scope of Work and workload justification estimates; funding approvals; and selection panel recommendations. Coordinates with the Division of Procurement and Contracts (DPAC) in the preparation of contract Request for Qualifications (RFQ) in support of the contract managers. Directs the team in assisting contract managers in development of task orders within contract requirements, aid negotiation process, tracking the task orders, invoices, verifying payments, and other contract related tasks, Maintains integrity of contract files in support of the contract managers. Trains and works with Support Analysts to ensure quality deliverables.
25%	E	Every month, forecasts and provides detailed contract expenditures and performance coordinating with contract managers for use in the preparation of the Capital Outlay Support Tracking report; forecasts and provides detailed task order expenditures and performance in support of assigned Division; provides detailed certified business enterprise usage for each contract for use in the preparation of SBE/DVBE/DBE reports; ensures accurate information on upcoming contracting opportunities is contained in the "Look Ahead Report". Makes sure the Support Analyst prepares all the necessary reports timely. Responsible to keep all contract related file system, records and documents, properly archiving them.
15%	E	Trains and works with Support Analysts to ensure quality deliverables. Leads A&E Contract Manual and procedure annual updates and publish; creates desk manuals and procedures, leads A&E contract manager training development and delivery. Partner with CMSU team to develop tools and automate procedures. Assist the Office Chief to identify contract policy and/or process changes at the District internal or DPAC statewide level. Assist with peer training. Provide peer reviews. Assist other Senior Engineering Staff as directed by Office Chief during times of peak workloads.
5%	M	Act on behalf of the Office Chief in their absence, when required.

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

Will supervise analytical staff involved in project management support and contract management activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Laws, policies, and procedures related to State contracting and procurement.
- English grammar and punctuation.
- Microsoft Office Software applications.
- Project delivery including process.
- InfoAdvantage experience and knowledge of Caltrans' Accounting system is preferred.
- Must have knowledge of current department's goals and policies; governmental functions and organization at the State and local level; departmental guidelines, preparation of plans, and specifications, the contracting out process, federal regulations, and current law in order to ensure proper State compliance.

Ability to:

- Assess current processes and make recommendations for improvement. Effectively implement business process changes.
- Represent Caltrans's interests when coordinating with consultants, understand and evaluate both the performance of consultants and the product they produce. Communicate both verbally and in writing with a high degree of success.
- Evaluate and make recommendations concerning the appropriateness of contracting consultant services for various work efforts.
- Identify and resolve issues and persuasively negotiate all agreements with various agencies and parties.
- Communicate clearly and effectively; possess excellent written and verbal skills to effectively communicate technical information in reports, correspondence and meetings.

Build cooperative working relationships with others.

- Make effective presentations.
- Reason logically and learn rapidly.
- Work independently and as a team member.
- Receive direction.

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- Explain complex policies, processes, or procedures.
- Effectively research, gather, analyze, and present data.
- Manage multiple priorities and complete assignments accurately and timely.
- Use analytical skills to analyze and evaluate consultant proposals; analyze project engineering requirements and schedules and recommend types and methods of consultant services.

Extensive analytical skills are required:

- Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems and develop and evaluate alternatives.
 - This position requires a high degree of ability to analyze and evaluate consultant proposals; analyze project engineering requirements and schedules and recommend types and methods of consultant services.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The above responsibilities provide the foundation for the reporting of information of all programming and project delivery accomplishments to the California Transportation Commission and the State Legislature and also establish the basis for determining the Department's budget capacity. Literally, hundreds of millions of dollars are at stake; therefore, the maintenance of accurate data is critical to the interests of the Department. Poor decisions and exercise of bad judgment could result in the loss of program funds for the Department and loss of credibility and integrity within the external transportation community. This position is responsible for independent action and initiative in evaluating consultant proposals and interpreting consultant contracts for engineering and environmental services related to highway capital outlay projects. The incumbent is responsible for their decisions, actions, and the consequences of error. The incumbent will be responsible for performing their work in an accurate and timely manner by prioritizing tasks and exercising good judgment. Failure to accurately evaluate and interpret consultant proposals and contracts could lead to delays and/or cost increases.

Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment, and materials. Improper performance of duties and/or failures to adhere to established policies, procedures, and guidelines could lead to adverse action or possible termination.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be in personal contact with outside engineering consultants, professional personnel from DES, other Districts, and Headquarters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to sit for long periods of time using a keyboard and video display terminal, which will include viewing small font types for extended periods. Incumbent will be required to transport a laptop computer and portable printer while on field visits. Incumbent will be involved with sustained mental activity needed for analysis, reasoning and problem solving. Must recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully, and professionally. Will be subjected to high levels of stress related to project delays, costs and schedules. Employee will deal with difficult people and must have the ability to develop and maintain cooperative working relationships; consider and respond appropriately and be tactful and treat others with respect. Must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to internal and external customers.

Must be able to analyze situations accurately and adopt an effective course of action. Must be able to concentrate, formulate effective strategies, be multi-tasked, adapt to changes in priorities, and complete complex projects with short notice.

WORK ENVIRONMENT

Incumbent will primarily work in a climate-controlled office under artificial lighting. However, due to unexpected heating and air conditioning problems, the building temperature may fluctuate. May be required to travel on occasion for training or meetings outside their normal work environment.

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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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