

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervisor I	OFFICE/BRANCH/SECTION Maintenance/Materials Management & Acquisitions	
WORKING TITLE Procurement Branch Chief	POSITION NUMBER 913-700-4800-918	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 Office Chief, Office of Statewide Material Management and Acquisitions, a Supervisor II, the Procurement Branch Chief plans, organizes, directs, and oversees the procurement and contracting activities for the Headquarters Maintenance Warehouse. The incumbent leads a team analysts responsible for acquiring non-IT and IT goods and services, developing and managing solicitations, creating scopes of work for HQ Warehouse facility contracts, and ensuring compliance with Caltrans policies and applicable state laws and regulations. The incumbent also oversees vendor compliance, and invoice processing, drives process improvement and policy development, analyzes and reports data, engages stakeholders and provides customer service to internal and external stakeholders, develops staff and manages performance.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, 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. (Employee Excellence - 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. (Employee Excellence - Equity, Integrity, Pride, Stewardship)
- **Motivational Support:** Skilled at enhancing others commitment to their work. Recognizing and regarding people for their achievements. (Employee Excellence - Equity, Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity, Employee Excellence - Equity, Innovation)
- **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. (Prosperity, Employee Excellence - Equity, Innovation)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity, Employee Excellence - Collaboration, Integrity)
- **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. (Prosperity - Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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35%	E	Supervises, directs, organizes, and reviews the work of staff responsible for the procurement of commodities and services at the Caltrans HQ Warehouse and approve purchase orders for commodity purchases. Collaborates with various Caltrans divisions and programs to ensure Caltrans receives quality products and services that meet standards, specifications, and scope of work requirements. Ensures that awarded vendors and contractors are consistently meeting all contractual obligations and address any deficiencies that may arise such as delivery constraints or product availability. Prioritizes and tracks work assignments based on customer or facility need. Tracks and monitors recurring services to avoid any lapse in service. Participates in the development, review, and implementation of internal policies, procedures, and guidelines to optimize materials management and acquisitions operations.
25%	E	Responsible for generating, analyzing, and compiling reports relating to the Headquarters Warehouse's operations, including but not limited to budget reports, vendor compliance reports, procurement activity summaries, and performance dashboards. The incumbent regularly communicates findings, trends, and key metrics to management and relevant stakeholders, translating data into actionable insights. In addition to reporting, the incumbent identifies opportunities for operational improvement, risk mitigation, and cost savings, and provides strategic recommendations to support informed decision-making.
25%	E	Facilitates meetings with internal and external stakeholders to strengthen collaborative relationships and advance organizational goals and objectives. Represents the Materials Management and Acquisitions Branch at various meetings and make presentations to staff and customers as assigned. Leads cross-functional collaboration, supports policy and process development, represents the branch in strategic initiatives, monitors and evaluates stakeholder engagement, and facilitates knowledge sharing to drive continuous improvement and operational excellence.
10%	M	Provides guidance, training, and coaching to staff and establishes clear performance expectations to ensure staff work is completed accurately and timely. Conduct probationary and performance appraisal reports for staff to support professional growth and skill development.
5%	M	Provides support to the Office and performs other job-related duties as required including but not limited to assisting with monthly cycle counts and the development of Statewide commodity contracts.

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
Position provides direct supervision of staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Requires manual dexterity to work with a keyboard/computer and ability to sit for extended periods of time. Knowledge of principles, practices and trends of public and business administration, including management and support staff services; principles and practices of employee supervision, development and training; project management; the department's goals and policies; the department's equal opportunity program objectives and the manager's role in utilizing the processes available to achieve those objectives.

Ability to 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 managers and supervisors or other interested parties on procurement policies; review and edit written reports; establish and maintain project priorities; manage and effectively utilize all available resources; and effectively contribute to the department's equal employment opportunity objectives.

Must be able to determine suitability, adaptability, and utility of items in relation to their use; prepare accurate, concise standards and specifications; analyze and evaluate the relative merits of competitive commodities; do research on new and changing products offered by vendors and develop reference material relating to these products; establish and maintain cooperative working relationships with those contacted in work; analyze situations accurately and adopt an effective course of action; communicate and write effectively; and make recommendations and present alternatives regarding property control and warehousing processes to Caltrans program managers.

The incumbent must be able to provide accurate, meaningful, and timely status reports to management and relevant stakeholders.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Errors in judgment may result in delays in receiving statewide resources, failure to meet program deliverables, increased costs or other adverse fiscal impacts to the Department, increased risk to the Division, and damage to the Department's credibility with

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internal and external stakeholders, thus lowering confidence in the Division of Maintenance's ability to meet Departmental goals and objectives. Errors in judgment also jeopardize the safety of state personnel and the traveling public and expose the Department to potential lawsuits.

The incumbent has significant leadership responsibility and must exercise a high degree of independence in performing extremely sensitive and unusually complex managerial duties while initiating review and approval for program proposals and activities. The timeliness and effectiveness of the incumbent's efforts will be crucial to achieving sufficient resources and efficiencies for Maintenance activities.

PUBLIC AND INTERNAL CONTACTS

The incumbent independently confers with all levels of staff and management (including Division Chiefs and executive management.) The incumbent is in regular contact with various departmental entities and external agencies including the Department of General Services, Caltrans District and field offices, as well as members of the business community. The incumbent may be assigned to represent Caltrans in proceedings before control agencies. The incumbent must be able to treat customers with tact and respect.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Keyboard use is approximately 60 to 70% of the time. Must be able to maintain the concentration necessary for all aspects of supervision and management, problem resolution, report writing, analysis, and reasoning.

The incumbent must have the ability to multitask, adapt to changes in priorities, and complete tasks or projects on short notice. The incumbent must be able to organize and prioritize large volumes of varied documents. The incumbent must maintain focus and work effectively within strict time constraints. The incumbent must be open to change and adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

The position requires interaction with many people. It is important that employees work with others in a professional manner. The incumbent must be able to develop and maintain cooperative working relationships. The incumbent must be cognizant of the needs, feelings, and capabilities of people in different situations, demonstrate tact, and treat others with respect.

WORK ENVIRONMENT

The incumbent works primarily in a climate-controlled office under artificial lighting, but may also perform duties in a warehouse. The warehouse environment may include exposure to moving forklifts and other material-handling equipment, vehicle traffic, noise, dust, artificial lighting, temperature variations, and other conditions associated with warehouse operations.

In-state travel may be required related to statewide districts and divisions to provide training, address and resolve issues and 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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