

CLASSIFICATION TITLE Supervisor I	OFFICE/BRANCH/SECTION D08/Traffic Operations/ Administration & Budgets	
WORKING TITLE Division Budget and Administration Manager	POSITION NUMBER 908-350-4800-001	REVISION DATE 09/09/2026

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 District Director, a Supervising Transportation Engineer, the Supervisor I will serve as the Human Resources and Budget Manager for Traffic Operations. Incumbent will also plan, organize, direct, and perform the most complex administrative tasks within the Division. These tasks include: management and supervision of Administrative support staff, and development, coordination & support of Personnel and Budget 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.

- **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 - Collaboration, Equity, Integrity, People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Employee Excellence - Collaboration, Equity, Integrity, People First)
- **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. (Equity - Collaboration, Equity)
- **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, Integrity)
- **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, Equity, Integrity)
- **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, Climate Action - Equity, Integrity)
- **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 - Equity, Integrity)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Equity, Climate Action - Equity, 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. (Equity, Climate Action - Equity, Integrity)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

35%	E	Supervises staff responsible for Personnel Action Request (PARF) and Action Request Form (ARF) documentation, PARF log, out-of-class assignments, leave of absence requests, and position management reports. Provides oversight to ensure proper and timely handling of personnel issues; provides interpretation and guidance to the Division management regarding classification allocation guidelines and classification specifications; and ensuring appropriate managerial and supervisory ratios to rank and file. Supervises the hiring process including Exam and Certification Online System, processing job applications, and advises hiring managers on the hiring process. Oversees staff assisting hiring managers to schedule interviews, escort candidates, and send letters to candidates. Oversee the development and modifications of the Division's staffing plan to accuracy reflect the authorized positions and current employees. Ensures organizational changes are consistent with classification principles and management direction. Oversee position management drills and the development of position justifications.
35%	E	Supervises and directs the work of professional and clerical staff providing administrative support to the Division. Establishes and communicate Administrative Branch's goals and priorities, and encourages innovative solutions. Provides feedback to staff to aid in their professional development and ensure performance objectives/standards are met by continuously monitoring work assignments. Provides staff the tools and training needed to perform their assigned duties successfully. Manages the performance of all administrative services functions including, records and forms management, health and safety, non-technical training coordination, space planning, facilities, statewide fleet, out-of-state travel, property control, conflict of interest filings, procurement, telecommunications, employee recognition and awards, student assistants, mail room, payroll,telework agreements and other administrative and clerical services. Reviews and approves the division's procurement requests and serve as the primary Cal-Card Manager. Schedules work assignments, establish priorities, and directs the work of staff making adjustments as necessary based on changing priorities.
20%	E	Collaborates with Headquarters and District 8 Management to determine annual Personal Services Dollars and Operating Expense allocation for the Divisions. Coordinate the preparation of project workplan for State and Locally funded projects. Reviews and approves all purchase requests in the administrative unit. Coordinates the tracking of purchase items, from approval to distribution. Regularly updates the Division Personal Service Dollars & Operating Expense (OE) budget line items. Applies State Purchasing guidelines, and oversees the percentages of Small Business Enterprises, Disadvantaged Business Enterprises, and Disabled Veterans Business Enterprise purchase participation.
10%	M	Occasionally facilitates weekly resource meetings with the Deputy District Director and Office Chiefs. Oversees document control processes, including electronic data files and physical storage systems.

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 Analysts; and may provide supervision over other entry level analysts and administrative staff as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must be familiar with State rules, policies & procedures related to Human Resources, Facilities Management, Purchasing, Training, and Budgets. Must have the ability to plan, organize, and direct the work of others. Analyze situations accurately and develop effective courses of action. Must possess ability to identify and resolve issues and persuasively negotiate agreements with various agencies and parties. Incumbent must possess excellent written and verbal skills to effectively communicate information, via reports, correspondence, meetings, and negotiations. Must have knowledge of Administration and supervisory practices, including personal management, equal employment opportunity, training, and operating expenses.

Must have the ability to plan, organize, and direct the work of others. Must have the ability analyze situations accurately and develop effective courses of action. Must have a comprehensive knowledge of the Department's entire budget development analyses and control processes, including the State and Federal laws on which it is based as well as the Department's State Administration Manual (SAM), CalHR Hiring Guidelines, and program requirements. Must be able to communicate effectively, both orally and in writing. Open communication must be maintained with all of District management and staff as well as Headquarters and other District liaisons. Must be able to recognize potential problems, either personnel, financial, or scheduling that are project related, and initiate or make recommendations for corrective measures. Must have a good understanding of Program/Division relationships, Work Plan development processes (support budget) and understanding of the laws and rules governing the use of budgeted, borrowed, and temporary personnel. A basic understanding of the Accounting reports available

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

through the AMS Advantage system; the ability to conduct research and analyze data in a manner that provides District management the guidance needed for proper Program//Division control. Must be able to identify and analyze budget issues related to changing legislation, departmental policies, personnel needs and program requirements; to evaluate and consider all these factors and their impact on the District's Traffic Operations program, and effectively develop action to react to these changes. Must be able to represent the District effectively in a variety of complex and sensitive environments related to the divisions operating expenses, Personnel Year Service Dollars, and budget. 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 and advise administrators 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; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex program; establish and maintain priorities; develop and effectively utilize all available resources; and effectively contribute to the Department's budgetary objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for making decisions and implementing solutions for the Budgets and Administration Management (BAM) Unit. The incumbent will ensure staff are skilled in the areas of customer service and completed staff work. The BAM will provide guidance to subordinate staff in the areas of the District's budgetary reports. The ABM will keep executive management apprised of divisions allocations, expenditures and balances. Errors in judgment could result in placing the division in violation of constitutional and statutory constraints on the use of highway taxes or other revenues and appropriations. Any error in development of support requirements could result in the District being placed in a situation of not being able to deliver its approved Project Delivery Program, or could cause a large expenditure of personnel and financial resources. As a functional focal point for management, a breakdown in internal communication would greatly hamper management's ability to respond to the program, division and District's needs.

PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contact with District Director, Deputy District Directors, Branch Chiefs, Senior and Supervisor level staff. Frequent contacts are made with Headquarters' Division Chiefs, Branch Chiefs, Program Managers, and Budget Liaison Analysts on matters relative to position management, budget adjustments, and program direction.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to use a computer and various computer programs in the day-to-day execution of job duties, and sit for prolonged periods of time. Must have the ability to organize and prioritize workloads under extreme deadline situations. Must be able to develop and maintain cooperative working relationships with all levels of staff and provide quality customer service both internally and externally. Must be open to change and new, creative and innovative methods of completing work, and be able to adapt behavior and work methods in response to new information, changing conditions or unexpected obstacles, as well as create a work environment that encourages creative thinking and innovation. Must be able to sustain mental activity required for problem solving, analysis, and reasoning, and perform completed staff work. Must be able to recognize emotionally charged issues, problems, or difficult situations and respond appropriately, tactfully, professionally, and maintain complete confidentiality. Must understand the importance of excellent customer service and be willing to develop solid partnerships with employees, supervisor, and managers. Must grasp the essence of new information and master new technical and business knowledge. Must have the ability to multi-task, adapt to changes in priorities, and complete task or projects with short notice. Overtime may be required, and vacations may be restricted, during peak time and fiscal year-end closing.

WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office with natural and artificial lighting, and may experience periodic episodes with officer temperature, as a result of fluctuating building temperatures. Incumbent may also be required to travel to and from field office locations throughout the district, and regularly attend and oversee events supporting and/or presented by the strategic partner program, including outdoor events, business/commerce fairs, etc. that may cause exposure to extreme temperatures (hot and cold), dirt, noise, and uneven surfaces.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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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