

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Supervisor I	OFFICE/BRANCH/SECTION D1 PPM/Programming & Asset Mngmnt/PMSU	
WORKING TITLE Branch Chief - Project Management Support Unit	POSITION NUMBER 901-200-4800-003	REVISION DATE 10/06/2026

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under general direction of the Office Chief of Programming and Asset Management, a Supervising Transportation Engineer, the incumbent will supervise and direct the work of Project Manager (PM) Assistants. Incumbent is responsible for utilizing various Project Management scheduling tools and assists in managing resources to deliver Capital projects; provides oversight and administration of all program projects in Project Resource and Schedule Management (PRSM) system. The incumbent is also expected to work independently and analyze problems, develop alternatives, and implement solutions. The incumbent is responsible for leading a team that is dedicated in maintaining accurate information regarding the scope, cost, and schedule of District projects. The incumbent must also be able to manage multiple projects simultaneously and have knowledge of the project delivery process. Possession a valid California Driver's License is desired. Duties consist of, but are not limited to the following:

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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement)
- 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. (Cultivate Excellence - 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. (Cultivate Excellence - Innovation, Integrity)
- Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Advance Equity and Livability in all Communities - Equity)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Integrity, Pride)
- 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. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- 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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

40%	E	Monitor and maintain project resource and support costs; provide quality assurance for project workplans: ensure proper implementation and use of Work Breakdown Structures (WBS) and charging practices: research issues, and interpret project information; recognize critical issues and offer solutions utilizing PRSM, Advantage Management System (AMS), Data Link, Quality Management Reporting System (QMRS) and other computer applications, techniques, or processes related to the planning, scheduling, and status of projects in support of PPMs' goals and objectives. Participate in reviewing, analyzing, and evaluating project expenditure data; research and respond to inquiries regarding project schedules, resource adjustments, and incorrect charging practices. Train new District 1 staff in PRSM applications. Act as the District's Data Quality Manager and North Region (NR) contact for Project Delivery information. Act as District PRSM Support Desk Manager, Support Programming and be the Single Focal Point on staff supervisory tasks for PMSU
20%		Supervise and direct the activities of PMSU staff members responsible for assisting the project managers in establishing project cost and schedule. Attend and hold staff and safety meetings. Conduct performance reviews, recognize accomplishments, hire, train, and develop staff to support succession planning and quality outputs in all PPM support services.
20%		Provide support to Deputy District Director of PPAM, Project Management Office Chiefs, Office Chief of Programming and Asset Management, Project Coordination, Project Control, and the Project Managers on a wide variety of complex and sensitive issues and tasks including but not limited to: project resources, workload, A&E contracts, project reporting and project status improvements. Review and coordinate correspondence and respond to District Management, Headquarters Project Management, and NR Management, as needed.
10%		Responsible for the coordination of data gathering, facilitation of task level resourcing with functional managers and provide guidance to all Capital Outlay Support (COS) units during the annual project workload resourcing process. Review, provide results, and analyze the accuracy of information with HQ's Division of Project Management. Participate and advise management regarding Capital Outlay Support (COS) program budget; staffing requirements, operating expenses; and provide quarterly projections.
5%		Responsible for maintenance, procurement of the office equipment (i.e. copy machines, printers, computers, fax machines and the software inventory). Act as Approving Contract Manager in AMS for PPM related contracts.
5%		Identify business process problem areas and provide advice and guidance to management for resolution. Participate in various statewide process improvement committees/teams. Perform liaison and coordination duties with Headquarters divisions in the implementation of Project Management principles, including membership on committees for continued Project Management process improvement and implementation.

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

This position supervises a staff of Project Manager Assistants consisting of Analyst II and Analyst I classifications.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have knowledge of Caltrans organization, departmental policies and procedures, and the project programming, development, delivery and allocations processes. The incumbent must be able to apply and communicate this knowledge effectively on a consistent basis. Incumbent must have knowledge of project State, Federal and local funding implications.

Incumbent must be able to independently interpret internal and external program information and offer solutions to management and the division, plan and direct the work of others, prepare correspondence and complete comprehensive reports. Additionally, the incumbent must be able to effectively communicate orally and in writing with persons at all levels of HQ Management, District, Region, and external groups. The incumbent must have the ability to effectively use PC-based software programs (Microsoft Office Suite, QMRS, PRSM, etc.) for management or database purposes. The Incumbent must be able to analyze and interpret financial allocation & expenditure reports and manage accordingly to prevent overruns. Incumbent must possess knowledge of the principles, practices and trends in: quality, budgeting, public administration, department policy, management and supervisory principles and all pertinent laws, rules and MOU, general office procedures, computer terminology, and the principles of accident prevention and safety practices. Incumbent must have the ability to develop an effective team of subordinates to provide support services to the District, and the incumbent must be able to establish guidelines and controls to ensure that activities are being effectively accomplished.

POSITION DUTY STATEMENTDOT PM-0924 (REV 08/2024)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for exercising a wide degree of initiative and for working independently when performing project resourcing, data quality control, and COS workload and budgeting duties. Consideration of all input and pertinent factors is crucial in reaching conclusions and taking appropriate actions. The ability to work effectively with Project Managers, District staff and management, North Region staff and management, HQ Programming, HQ Project Management and HQ Planning is essential. Errors, poor judgment, or failure to recognize and communicate critical issues could result in missed deadlines, loss of programmable funds and subsequent non-delivery of projects, products and services and could damage the District's working relationship with external customers. Consideration of all input from Project Control, District Maintenance, District Program Advisors, and District Planning will be crucial in reaching proper conclusions and taking appropriate actions on behalf of District management towards maintaining credibility in the eyes of local agencies, the Legislature and the public. In addition, incumbent is responsible for implementing policy, establishing work priorities and training employees in the units under their supervision.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain an effective, cooperative, and professional working relationship with staff at all levels, as well as with HQ Management, District and North Region management and personnel, Project Managers, Programming, Project Control, local agencies, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent is subject to sit, stand, kneel, stoop, bend, walk, drive, write (simple grasping), and lift files. Incumbent must be able to travel for sustained periods of time. Incumbent may be required to sit for long and short periods of time using a keyboard and a mouse (fine manipulation), view a video display terminal and use a telephone. Mental: Must be able to sustain mental activity to produce reports, problem solve, analyze, and reason solutions, and take the initiative to effectuate appropriate actions. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames. Must understand linkages between administrative competencies and mission needs. Emotional: Requires interaction with people at all levels of the organization. Must be able to create a work environment that encourages creative thinking and innovation. Must have the ability to multi-task and adapt to changes in priorities. Incumbent may deal with difficult people and must have the ability to develop and maintain cooperative working relationships; resolve emotionally charged issues reasonably and diplomatically; consider and respond appropriately to the needs, feelings and capabilities of different people in different situations; be tactful and treat others with respect.

WORK ENVIRONMENT

While at the base of operation or teleworking at an off-site location, the employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel to field sites, other office buildings and work outdoors and may be exposed to dirt, noise, uneven surfaces, traffic conditions and/or extreme heat or cold.

The incumbent will be teleworking at an off-site location or working indoors in an office environment composed of cubicles, and in a climate-controlled office under artificial lighting with very little outside lighting. The incumbent will have to display the ability to telework with staff in a team environment and work through analytical processes with specific products and demanding timelines. Activities include, but are not limited to, sitting for prolonged periods of time while using the telephone, keyboard, and video display terminal. Some travel may be required with periodic overtime and overnight stays. Travel may require the use of State supplied vehicles that vary in size. Possession of a valid California Driver's License is required when operating a state-owned vehicle.

TELEWORK - This position may be eligible for partial telework. The amount of telework is at the discretion of the Department and based on Caltrans's 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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

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