

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervisor I	OFFICE/BRANCH/SECTION 04/Maintenance/Toll Bridge Region	
WORKING TITLE Toll Bridge Region Supervisor I (Toll Facilities)	POSITION NUMBER 904-670-4800-XXX	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 Maintenance Manager I for the District 4 Toll Bridge Maintenance Region, the Supervisor I provides comprehensive administrative, technical, and analytical support for operations across the State's seven Bay Area Toll Facilities. The incumbent is responsible for a broad range of program functions, including contract administration, BATA reimbursement budget coordination, staff training, and oversight of operational and financial processes essential to the effective management of toll facility assets. The Supervisor I leads and supports a team of analysts who perform complex technical and financial assignments. This includes reviewing and preparing procurement and requisition documents, developing financial analyses and projections, resolving third-party invoicing discrepancies, and formulating logical and innovative solutions to operational challenges. The position ensures the accuracy, completeness, and timeliness of reports related to budget allocations, reimbursements, operating expenditures, personnel services, and position control for the Toll Bridge Maintenance Region. Through strong organizational awareness and technical guidance, the Supervisor I plays a key role in sustaining efficient toll facility operations, supporting regional leadership decision-making, and upholding compliance with departmental policies, procedures, and standards.

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 - Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity)
- **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 - Integrity)
- **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. (Safety - Integrity)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Employee Excellence - People First)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Employee Excellence - People First)
- **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 - Equity)
- **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 - People First)

TYPICAL DUTIES:

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

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45%	E	Manages the work of a team of analysts to ensure program functions and financial processes essential to the effective management of toll facilities are executed in a timely and efficient manner. The incumbent oversees cal-card purchases, purchase order and requisition documents to ensure they are processed promptly. The Supervisor I is responsible for implementing and monitoring district specific service contracts for toll and maintenance facilities to support operational needs and program objectives.
40%	E	Reviews reports provided by Headquarters Maintenance Accounting, Budget staff, and other units to ensure the accuracy completeness, and timeliness of reports related to budget allocations, reimbursements operating expenditures, personnel services and position control. Resolves contract, budget, and accounting issues to ensure budget availability and proper charging practices. Monitors toll bridge region and BATA maintenance reimbursement programs.
10%	E	Coordinate training presentations related to contracts, labor compliance and purchasing for Toll Bridge Region Staff. This will include updates/changes to laws, regulations, and policy amendments. Develop summaries of the status of contracts and present at management meetings. Attend training sessions of mandated and non-mandated training classes.
5%	M	Promotes and enforces safety rules and monitors that policy and procedures are followed. Initiates and follows the progressive discipline process with the Office of disciplinary Service. Special projects and other related duties as assigned.

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 performs the full range of supervisory duties over professional, administrative and non-professional staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess sound knowledge and expertise in all facets of business administration, as well as, contracts and budget planning and financial administration; must have the ability to work independently as a technical expert, make clear recommendations, set priorities and meet deadlines. Efficiently and effectively manage, utilize and balance priorities among all available resources including regular staff, overtime, service contracts, operating expenses, rented departmental equipment and other division staff. The incumbent must have excellent analytical, managerial, and organizational skills; must have the ability to quickly acquire a thorough knowledge of the latest budget and personnel processes, as well as the organizational and functional composition of the division; must possess excellent interpersonal skills and work cooperatively with staff at all levels; must possess excellent communications skills, both orally and in writing.

This individual must possess concrete knowledge of the principals of accounting, principals of organization and management, research techniques and statistical principals and procedures; knowledge of the legislative process and department budget policies and procedures, and a working knowledge on the budget monitoring system.

Incumbent must be able to perform detailed and careful reviews of budget requests to ensure resource levels are consistent with the division's work priorities and make appropriate decisions. This individual must review, analyze, evaluate, prepare and process emergency contracts, service contracts and purchase orders. Incumbent and staff must conduct system studies of functional management systems to determine their effectiveness in predicting Personal Service Dollars and Operating Expense needs; also conducts operational studies to develop workload indicators for use in budget forecasting; conduct work measurement analysis to help develop work norms and performance standards.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The decisions made by the Supervisor I may be reviewed and must be carefully thought out to assure that established policies and procedures are maintained. This position makes monetary decisions that have an impact on the various crews in Toll Bridge Region Caltrans District 4. The incumbent is responsible for ensuring that expenditures stay within budget limits. Failure to do so could result in costly overruns and severe impacts to our fiscal solvency. In this capacity, the position must make diplomatic decisions consistent with State policy. Improper decisions could result in deadlines not being met and monetary loss to the program, other district programs and the State.

PUBLIC AND INTERNAL CONTACTS

The Supervisor I will routinely contact or interact with other state agencies, BATA, Caltrans personnel, contractors, engineering consultants, and the general public. Other contacts include various staff of Human Resources, Office of Discipline Services, budgets, Division of Procurement and Contracts, Training, and other administrative units in the department.

External contacts include: State Personnel Board, Department of Personnel Administration, & Department of General Services.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time while using a keyboard and video display terminal or traveling in a vehicle to other locations; will be involved with sustained mental activity needed for analysis, reasoning and problem solving; must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully, and professionally; and must be able to work independently

WORK ENVIRONMENT

The position is based in an office with climate control and artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent will be required to travel between Toll Plazas and District.

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