STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Supervisor I	Non-IT Service Contracts	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Branch Chief	702-019-4800-062	10/23/2026

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 Supervisor II (Office Chief), Non-IT Service Contracts Office, the incumbent provides direction and leadership for a contracts branch, functions as a working supervisor managing, directing, and overseeing the work of assigned staff, and acts as liaison with the Caltrans districts, divisions, and headquarter programs regarding interpretation of current laws, policies and procedures. The incumbent supervises staff who handle service contract acquisitions. They assign and review work, approve contracts, ensure all processes follow laws and policies, and monitor database accuracy. The position also reports important issues to the Office Chief, manages the unit effectively, promotes ethical leadership, and emphasizes strong customer service while supporting the Department's mission and goals.

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 - Collaboration)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity, Employee Excellence - Innovation, 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 - 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. (Employee Excellence - Collaboration)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Prosperity, Employee Excellence - Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, 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 - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Collaboration)

TYPICAL DUTIES:

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

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40%	E	The incumbent is responsible for managing, directing, organizing, assigning, and reviewing the work of assigned staff engaged in acquisition of service contracts. The incumbent reports to the Office Chief on critical issues and activities relating to the areas assigned, reviews, approves, and executes acquisitions ensuring they are processed in accordance with current laws, policies, and procedures, and reviews database entries for accuracy and timely input. The incumbent manages the unit in accordance with correct and ethical management principles of administration, personnel management, and supervision and, communicates regularly the importance of customer service and how the mission of the Division directly affects the mission and goals of the Department. Hires, trains, mentors and supervises Non-IT Service Contracts team. Prepares probationary reports and annual performance evaluations.
20%	E	Provides direction and consultation to Caltrans districts, divisions, and headquarter program staff on a variety of contracting issues, takes a proactive approach in finding innovative solutions to their contracting needs and ensures timely processing of their requests. Duties include but are not limited to answering questions on the telephone, attending meetings when required, and representing the department before control agencies. Meets with Departmental staff to resolve questions and concerns.
20%	E	Participates in staff training and development activities. Interviews, recommends for hire, trains, and develops staff, and evaluates staff performance.
15%	E	As a member of the Division of Procurement and Contracts (DPAC) management team, regularly participates in staff meetings and related efforts to improve the Division's operational efficiency. Represents DPAC at various internal and external meetings and makes presentations to DPAC staff and customers as assigned. Independently performs the most difficult analytical staff work on sensitive and/or controversial 10% E processes.
5%	M	Performs other job-related duties within the scope of the classification as assigned.

[1]ESSENTIAL 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 directly supervises a staff of up to eight Analysts IIs and/or Analyst Is, and up to two Office Technicians.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of the Department’s mission, vision and goals, applicable program laws, rules, policies and trends relating to acquisition of services.
Knowledge of supervisory practices including personnel and equal employment opportunities.
Excellent skills in verbal and written communication, organization, problem-solving and analyses.
Possess workload management skills to produce quality products and complete assignments on time.
The ability to analyze complex and difficult administrative problems relative to procurements and administration of service contracts that may affect Districts, Divisions, and Programs.
The ability to recommend effective courses of action and ensure timely implementation.
The ability to make effective presentations and competently represent the Division before the Department, other agencies, industry advocacy groups, and the business community.
Administrative problem solving skills to prepare and present findings and recommendations on new procedures, guidelines, and instructions.
Basic understanding of a personal computer and the ability to learn and operate new software and database programs, and possess good judgment in procedures and selection criteria for the hiring of staff.
Adhere to ethical practices and policies, ensure best value for the State, demonstrate a positive attitude, ability to build and maintain strong relationships, and a commitment to providing quality service that is accurate, timely and exceeds customers’ expectations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent must be able to exercise good judgement to fulfill their comprehensive responsibilities. The necessity that acquisitions adhere to legal requirements makes these positions extremely sensitive. An inaccurate interpretation or application of the law, failure to implement proper controls or the inability to eliminate errors could result in violation of statutory requirements. The consequence of violations include delays and increased project delivery time due to protested acquisitions processes, a loss of federal monetary participation, betrayal of public trust, embarrassment to the Department, lawsuits against the Department or Departments’ personnel, and loss or reduction of the operational delegation from the Department of General Services.

PUBLIC AND INTERNAL CONTACTS
The incumbent will represent the Department on procurement and contract matters before the Department of General Services,

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other state and local agencies, consulting firms, industry advocacy groups, the business community, and the general public. The incumbent independently confers with all levels within the Department on matters relative to the administration of acquisition procurement, contracting processes and procedures. The incumbent is in regular contact with the Caltrans Legal Division, Office of Business and Economic Opportunity, Maintenance field offices, and Headquarter and District staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to stay in the stationary position for long periods of time using a keyboard and video display terminal. Requires the ability to develop and maintain cooperative working relationships. Sustain mental activity as needed for problem resolution,report writing, analysis, and reasoning. The ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. The ability to organize and prioritize large volumes of varied documents. The ability to deal effectively under pressure, maintain focus and intensity even under adversity. Open mind to change and new information, and adapt behavior and work methods in response to new information, changing conditions or unexpected obstacles.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. The position may support telework at DPAC Management discretion and adhere to all DPAC Management policies and procedures governing this arrangement. Overtime may be required. Travel may be required to perform training and partnering activities in the Districts and HQ Programs. Vacation restrictions may be imposed during peak workload and fiscal year end closing.

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

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