

EMPLOYMENT OPPORTUNITY

1. RPA #	004-CTC
ANALYST'S INITIALS	CT
DATE	10/07/09

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Staff Services Manager 1	3. POSITION NUMBER 696-004-4800-001	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID S01
7. OFFICE OF California Transportation Commission	9. LOCATION (CITY or COUNTY) SACRAMENTO		13. MONTHLY SALARY \$5,079 To \$6,127	
8. SEND APPLICATION TO: California Transportation Commission Attention: Lucila Gonzalez 1120 "N" Street, 2nd Floor (MS-52) Sacramento, CA 95814	10. WORKING HOURS MON - FRI, DAYS		14. FILE BY October 21, 2009	
	11. PUBLIC PHONE NUMBER (916) 654-4245			
	12. CALNET NUMBER			

The Department of General Services is impacted by the Governor's imposed furlough, resulting in three mandatory furlough days a month. Each employee shall be required to take the second, third and fourth Friday off for the July 2009 pay period, then the first, second and third Friday off each month starting August 7, 2009 **off without pay**. This furlough will be imposed for 12 months and is expected to end at the completion of the June 2010 pay period. The amount of the three furlough days will be approximately a 13.85% salary reduction from the base salary rates stated on the Employment Opportunity bulletin.

The California Transportation Commission advises and assists the Administration and the Legislature in formulating and evaluating state policies and plans for California's transportation programs. The Commission's responsibilities for the State's multi-modal transportation system cover a broad range of transportation programs. These responsibilities include transportation financing and funding for highway, rail, public mass transportation, aeronautics, toll bridge and environmental enhancement capital improvement programs.

DUTIES

The Staff Services Manager I serves as the fiscal policy advisor to the CTC Executive Director to ensure that the Commission meets highly complex and legally mandated transportation funding and reporting requirements of the State Highway Account, Public Transportation Account, and the Clean Air and Transportation Improvement Fund. The incumbent reviews and evaluates complex transportation financing and funding issues in order to develop strategies and direction for the Commission. The incumbent also serves as the Commission's Administrative Officer providing technical expertise in fiscal policy, financial management, personnel management, and procurement. All duties are performed in accordance with State and Commission policies and procedures. All computer functions are performed in a Windows/PC environment.

- Advises the Commission on transportation financing and funding issues and provide recommendations that will effectively use the State's resources.
- Develop new or revised financial policies and procedures relating to the Commission's programming and allocation responsibilities, formulating the necessary policy statements, and presenting the proposed policies to the Commission for action.
- Analyze revenue and expenditure forecasts developed by the Department of Transportation to determine if they are reasonable and consistent with the Commission's allocation policies and plans.
- Develop assumptions and methodology for estimating revenues available in the current and future years.
- Analyze cash flow forecasts to ensure adequate revenues to fund the Commission's allocation plan.
- Develop and monitor the Commission's annual budget to ensure the appropriate allocation and use of operating expense and personnel resources.

- Analyze and review expenditures to ensure appropriate recording of expenditures and compliance with funding requirements, ensuring adequate fiscal evaluation and control.
- Perform research projects related to resource management and control, including potential personnel and/or operating expense needs and expenditures.
- Analyze staffing resources and classifications to ensure appropriate and efficient allocation and use of personnel.
- Initiate, develop, and implement new and/or revised staff policy direction statements.
- Review and develop new and/or revised essential function duty statements.
- Manage and monitor the hiring process, including preparation of hiring interview material and coordinating with the Department of General Services Personnel Transactions Unit in the processing of hiring documents.
- Coordinate all personnel transactions and maintain personnel documentation and files.
- Prepares Commissioner Appointment documents for review by the Governor's Office.
- Provide contract administration for the facilities, communications, information technology, and equipment contracts utilized by the Commission.
- Reviews and approves all consultant and vendor invoices and statements to ensure that the services/materials were delivered as specified, were authorized, and were within the allocated resources.
- Coordinates with the Department of General Services Contracted Fiscal Management Group and Personnel Transactions Unit as necessary to manage administrative function.

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and Commission's goals and policies; government functions and organization at the State and local level; knowledge of the Commission's Equal Employment Opportunity objectives and a manager's role in the EEO Program and the processes available to meet Equal Opportunity 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 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 Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources.

DESIRABLE QUALIFICATIONS

Desirable candidates will have knowledge of transportation funding and financing; the California State Budget cycle; the ability to develop a budget in compliance with state policies and procedures; ability to manage all aspects of the administrative function for the Commission; ability to meet competing deadlines and adapt to changing priorities.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Professional office environment, business dress, according to current policy.
- May require overtime on weekdays and/or weekends.
- Ability to handle stress and meet deadlines.
- Ability to travel by land and air to various locations throughout the State.

How to Apply: Submit a State application and resume to Lucila Gonzalez, Administrative Officer, California Transportation Commission, 1120 N Street, MS-52, Sacramento, CA 95814.

Final Filing Date: Applications will be accepted until October 21, 2009.