



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
May 16, 2016
(only change if revisions are made)

Agency: Dept of Transportation

Division: Highway

This position description is for:

- A new position that is being established
An existing position that is being revised
No change - Annual review

Service Type
of this position is:
(Check one box only)

- Management Service (X):
Supervisory (MMS)
Managerial (MMN)
Confidential (MMC)

- Unclassified:
Executive Service (Z)

SECTION 1. POSITION INFORMATION

a. Classification Title: Principal Executive Mgr F
b. Classification No: x7010
c. Establish Date: September 1, 1999
d. Position No: 1251010
e. Working Title: Area Manager
f. Agency No: 73000
g. Section Title: Region 1
h. Budget Auth No: 000783150
i. Employee Name: Vacant
j. Union Repr Code: N/A
k. Work Location (City - County): Portland - Multnomah
l. Supervisor Name: David Kim

m. Position: check the one/s that apply
Permanent, Seasonal, Limited Duration, Double Fill

n. Position: check only the one that applies
Full-Time, Part-Time, Intermittent, Job Share, Academic Year

o. FLSA: Exempt, Non-Exempt
If Exempt: Executive, Professional, Administrative
p. Eligible for Overtime: Yes, No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Transportation exercises leadership and vision in promoting, developing and managing a statewide network of transportation systems and facilities. These systems and facilities provide access to Oregon for the State's citizens and visitors, provides efficient movement of commerce, goods and services, ensures the safety of transportation systems users, and enhances Oregon's competitive position in national and international markets. ODOT is a geographically-spread organization of approximately 4500 FTE with a \$3.8 billion biennial budget.

The Highway Division within ODOT is comprised of 5 regional offices that contain 14 maintenance districts and 11 construction areas, as well as the Highway Finance Office, Technical Services, Office of Maintenance, Office of Project Delivery, Office of Innovative Partnerships, and Local Government.

Region 1 builds, operates, and maintains the multi-modal transportation system serving the Portland metropolitan area. Region 1 implements ODOT programs and facilitates intermodal solutions for the residents of Clackamas, Hood River, Multnomah, and Washington counties. The Region includes a staff of about 540 in the four regional business lines: Business Operations, Maintenance & Operations, Policy & Development, and Project Delivery, with the regional headquarters located in downtown Portland. The Portland area, a region of 2.2 million people, the largest in Oregon, includes critical economic assets, including international import and export facilities, an international airport, and transcontinental rail facilities. It includes exceptional transit, bicycle, and pedestrian networks. The plans and projects of Region 1 extend through Mount Hood and the Columbia Gorge National Scenic Area, and include extensive bi-state cooperation.

The Region 1 Project Delivery Business Line consists of two areas, a technical center and a local agency program unit. This business line is responsible for delivering the Statewide Transportation Improvement Program (STIP), providing support to planning and maintenance activities and providing support to the legislatively mandated programs. Project delivery develops and manages the design and construction of multi-modal transportation projects through the use of in-house staff, consultants and contractors. The transportation projects result in improved safety, reliability and efficiency of the transportation system and enhance the state's economic viability. The Region 1 program integrates statewide policies, programs and projects associated with the state and regional transportation system in Oregon.

The Region 1 Area Manager is responsible for project development and construction for all STIP projects in their area. Typically, cumulative project budgets range around \$200 million per annum. Projects may require sequential or simultaneous development and/or construction. They may reside solely within the AM's jurisdiction or cross multiple geographic areas and jurisdictions. An area's projects will typically require extensive community involvement in their planning and development, construction, and/or ongoing maintenance, depending on their size, complexity, and political or legislative sensitivity.

The Department of Transportation is a team-oriented environment. Working in a team environment requires participative decision making and cooperative interactions among employees.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

As the central figure in managing and leading the complete project life cycle of multi-modal transportation projects, the Area Managers (AM) supervise and mentor Project Managers (PMs), Project Leaders (PLs), and Consultant Project Managers (CPMs), who lead teams of technical and/or engineering staff assigned to specific projects. The Area Manager ensures that appropriate coordination, communication and collaboration are maintained throughout the selection, development, design and construction of projects within their area. The AM provides clarity on how to accomplish transitions from planning and community stakeholder involvement through the STIP approval process at project initiation to hand-off to maintenance once a project is completed.

As the person with overall accountability and leadership for keeping projects on track (approach, scope, schedule and budget) and moving forward, the AM is the first point of escalation for project management, technical and/or operational issues. The AM ensures that issues are worked quickly and completely to resolution and that the appropriate technical and engineering decision-makers are involved in the resolution.

The AM is a primary point of contact for the region Technical Center Manager (TCM) and with the Technical Center Discipline Managers. Together they ensure that design and construction projects are

staffed appropriately; that work is performed to acceptable standards; that appropriate scoping, scheduling, and budgeting tools are used; and that ODOT-approved policies, procedures, and practices are followed throughout the life cycle of each project.

The AM leads a variety of program and policy initiatives with regional and statewide impacts (i.e. statewide standing committees). They build and maintain positive working relationships with local community leaders and neighborhood associations. They represent the overall interests of ODOT and/or the specific interests of the Project Delivery Business Line to stakeholder groups. AM's participate, lead, facilitate discussion, and promote local decision-making within external stakeholder groups as they identify and prioritize the area's transportation needs. This work is done in consultation with the Region Planning Manager and is the basis for the transition between the Planning Business Line and the Project Delivery Business Line. The AM's participation as members of local and state transportation committees and their ability to collaborate with legislators, the media, special interest groups, elected city or county officials, staff and citizens are critical to the success of delivering projects and the area's transportation system.

Additionally, this position provides technical support to the Local Programs, planning and maintenance activities. This position is key to determining policies and procedures, program priorities and the utilization of resources relating to construction activities and contract administration that are required to carry out the goals and objectives mandated by laws and the priorities determined by the Legislature, Governor, ODOT Director and Oregon Transportation Commission. The AM also assists in identifying risks associated with program financial management and ensure fiscally appropriate actions are taken to minimize those risks. The AM resolves conflicts and contractual disputes between Contractors and ODOT, utilizing a wide variety of tools and remedies including partnering, claims resolution process, 3rd party neutral, mediation, arbitration and various forms of negotiation. AM's are responsible for "Step-1" claim hearings & decisions.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function – for ADA purposes.

The following are general requirements for performance of the duties listed below: maintains regular and punctual attendance; contributes to a positive and productive work environment; establishes and maintains professional and collaborative working relationships with all contacts.

Be a respectful member of a team, which includes communicating and working effectively and appropriately with a variety of individuals or groups with diverse cultural beliefs, values and behaviors.

Be responsible for achieving the Department’s Affirmative Action goals through recruitment, selection and retention of protected class individuals. Promote and support the value the Department places on Equal Employment Opportunity (EEO), Affirmative Action (AA), Diversity and Working Guidelines through individual actions and interactions with employees, applicants, stakeholders, community partners, and landowners.

% of Time	N/R/NC	E/NE	DUTIES
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

10%	NC	E	<p>Leadership of the Project Delivery Business Line.</p> <ul style="list-style-type: none"> Establishes and supports the business line strategic direction by actively serving as a member of various statewide leadership teams or as a co-chair of one of the statewide Standing Committees (construction, project development, etc.). In carrying out these duties, the AM may represent other area managers on these standing Committees; carry other area managers' concerns/issues forward and champion them; communicate Standing
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			<p>Committee outcomes to those represented; forward recommendations around project development and delivery (policies, practices, procedures, etc.).</p> <ul style="list-style-type: none"> • Develops, in collaboration with region Project Delivery Business Lines and through the Standing Committee structure, statewide strategies (i.e., consultant utilization strategies, resource management and workload leveling) to continuously improve the Region's ability to deliver the state's transportation program on time and within budget. Assesses the effectiveness of approaches used by the Project Delivery in implementing various resource management strategies and offers feedback. • Ensures that the STIP process is understood and followed regionally and across the state. • Participates as a member or leader on various Region Committees supporting Project Delivery such as Region Project Delivery Leadership Team (RPDLT) and Area Manager / Project Manager Team (AM/PM).
30%	NC	E	<p><u>External Management and Leadership:</u></p> <ul style="list-style-type: none"> • As directed by the Region Project Delivery Manager, represents ODOT on various external committees promoting interagency cooperation, resource sharing, and problem solving. Represents ODOT's interests and commits agency resources and budget in arriving at agreed-upon strategies. Performs in liaison role with respect to Planning and Maintenance managers on issues or projects that are primarily focused on these functions. • Represents ODOT on the various local Area Commissions and other stakeholder groups (i.e., Coordinating Committees) to ensure effective working relationships are developed and maintained. Responsible to create broad-based stakeholder involvement and partnerships by identifying, enlisting, educating, and developing community based teams, working together for integrated multi-modal transportation solutions. • In conjunction with the Regional Planning Manager, actively engages appropriate external forums in the identification and prioritization of Area transportation needs and solutions in preparation for the development of the STIP. Interacts with special interest groups, advisory committees, and other stakeholders, legislators, media, property owners, etc. to listen, inform and advocate for ODOT-related business. • Coordinates various public involvement and community solutions with Region and Headquarters personnel. Promotes collaborative and consensus decision making when reaching agreements around prioritization of 1) problems/needs; 2) solutions; and 3) approval of area program. • Provides leadership and guidance to those who staff commission meetings so they effectively and efficiently meet the established goals of the ACT and OTC. • Serves as the primary contributor for using "lessons learned" from stakeholder involvement to effect meaningful change in making ODOT a more customer responsive organization.

			<ul style="list-style-type: none"> Serves as the primary external contact for ODOT within an Area. Establishes and maintains effective working relationships with local governments, which may include staff, legislators, county commissioners, mayors and other elected or appointed officials in order to work collaboratively to develop plans/projects that will maximize the efficient use of available funding.
60%	NC	E	<p><u>Internal Management.</u></p> <p>General:</p> <ul style="list-style-type: none"> In conjunction with the District Maintenance Managers and the Region Planning Managers, identifies planning and maintenance issues within the Area that require integration into the project delivery process. Serves in a lead role to assist the Region Project Delivery Manager in the development of strategies that coordinate various project planning efforts, ensure consistency among deliverables, and mitigate organizational risks. Collaborates with Region Project Delivery Manager to ensure that appropriate “hand-offs” between planning, project development and construction, and maintenance occurs smoothly, and that overlapping jurisdictions between functions are managed well. In conjunction with the Region Technical Center, ensures design and construction project teams are staffed with the appropriate project management and technical skills to successfully deliver projects and the STIP program. Brings together technical, planning, maintenance or political resources needed to resolve complex problems and ensure that projects continue to move forward. Uses and reinforces appropriate issue escalation processes to support project teams and staff. <p>Fiscal/Contract Management:</p> <ul style="list-style-type: none"> Directs the preparation and administration of the biennial and annual budget requests for the agency within respective Area. Monitors and manages non-project and project budgets within their area. In collaboration with Area Commissions on Transportation or other regional transportation planning organization (e.g. METRO), determines priorities and programming within the area’s project development (Preliminary Engineering, Right of Way, Utility Relocation, Other) and construction (CON) phases. Ensures federal funding obligations (by phase) within their respective areas will be met through quarterly meeting with the Region Program and Funding Unit. Within Delegated Authorities, performs contract administration and management duties for all State, Federal and Local Agency, Oregon Transportation Commission contracts within their Area. Approves: <ul style="list-style-type: none"> Time adjustments for all up to 30 days, Cost overruns up to \$250,000, Minor change orders up to \$150,000,

- Contractor claims/major change orders (outside of scope, intent or limits; requiring change of design, process or specifications (up to \$75,000)>
- Approve and execute personal services contracts and Intergovernmental Agreements up to \$250,000.

Human Resource Management:

- Recruits, selects, hires, supervises, appraises, mentors, and coaches Project Managers (PMs), Consultant Project Managers (CPMs), Project Leaders (PLs), other region staff and administrative staff. This includes setting performance expectations and monitoring for compliance to statewide standards, policies and measures.
- Sets performance expectations for staff reporting directly and through matrix relationships, providing the necessary training, performance coaching, feedback or recognition to support their roles in carrying out their assignments.
- Collaborates with the Region Technical Center to ensure identification and recruitment of needed consultant resources, and appropriate oversight and monitoring of consultants' contributions for projects.
- Assesses PL's, PM's, and CPM's performance on the fulfillment of developing, maintaining, communicating project schedules, and overall delivery rate of assigned projects.
- Conducts Annual Performance Appraisals of direct reports and ensures their area meets the agency performance measures for on time completion.
- Plans, assigns, evaluates and makes recommendations for workload leveling of project leaders, project managers and consultant resources.
- Ensures employees utilize appropriate personal protective equipment (PPE) and follows safe work practices in the office and in the field.

Project Development Program (PDP) Management:

- Responsible for overseeing and managing a portfolio of projects within their assigned areas. Ensures timely completion and approval of project charters prior to project initiation.
- Ensures project charters have clear scopes, schedules, budget, addresses risks/mitigation strategies and incorporates multi-modal transportation elements and practical design solutions.
- Ensures timely completion and approval of project change management requests (CMRs).
- Ensures projects are in compliance with the state project delivery operational notices and guidance.
- Develops and contributes to the annual resource planning efforts that establish project schedules, staff resourcing and delivery approach.
- Works with TCM, CPM's and PLs to identify resources needed to deliver projects to scope and on time.
- Ensures project schedules are accurate, up to date and utilize ODOT's corporate scheduling system. Works with PLs/PMs and Region Program and funding to ensure projects start on

time.

- Reviews and approves project plans, specs and estimates (PS&E) submittal and contract letting dates with the Office of Pre-letting (OPL).
- Assigns and directs the work of PL's in the use of statewide project planning, scheduling, and management systems; ensures proper use of performance measures; and takes corrective action as needed to ensure program delivery.
- Initiates Lessons Learned and Process Improvement efforts to apply to future projects.
- Reviews and monitors project progress and quality with PLs, and CPMs. Ensures project milestones are being met. Coordinates with the Region Program and Funding Unit to ensure program and federal funding obligations are met.
- Participates in project scoping meetings as appropriate to insure proper integration with program requirements and that appropriate links are made to external/stakeholder requirements. Seeks out leverage opportunities with other programs and local agencies.
- Interprets rules, regulations, etc. governing the preliminary design work and communicates guidance to PL's, CPM's, and other staff as required.
- Interfaces, as needed, with regional Technical Center to ensure that the PS&E package is complete and submitted on-time for bid advertisement and award.
- Consults with Technical Center and agency central contracts unit in the development of final contract provisions, timelines, proposed staging and sequence of construction, and bid opening time.

Construction Program Management:

- Ensures the delivery of quality construction projects by monitoring the change order process and making the necessary contract adjustments to project timelines and costs.
- Plans, assigns and directs the work of Project Managers in the use of statewide management systems; ensures proper use of performance measures; and takes corrective action as needed to ensure program delivery.
- Ensures proper integration with project development program requirements.
- Provides Project Managers with the necessary performance coaching to support their role in the management of the construction contracts, construction engineering budgets, and crews. This includes conducting regular reviews of project schedules, budgets, and contractor disputes with the Project Manager.
- Ensures adequate technical support and advice is provided to the Project Managers. Approves change orders, time extensions, and claims within delegated authority, or providing recommendations that are outside of delegated authority. Ensures proper documentation of the above.
- Provides the first point of escalation for claims "Step 1" submitted by contractors.
- Reviews contract progress and project quality with Project Managers, approving Region acceptance of contract work and

			<p>recommending ODOT acceptance. Monitors and works with the construction PMs relating to increases in construction authorizations.</p> <ul style="list-style-type: none"> • Interprets rules, regulations, etc. Governing the construction work and communicates same to PM's and others. • Ensures timely documentation and closeout of projects. <p>Region Leadership</p> <ul style="list-style-type: none"> • Serves as an active member of the Region Project Delivery Management Team. May be asked to lead meetings in the absence of the Region Project Delivery Manager. Participates in developing the Region mission and strategic plan and is a member of subteam(s) charged with developing in implementing such goals. • Provides leadership and direction to assure the vision and policies of the Department and the Oregon Transportation Plan and realized within the Region's geographical area. • Lead and guide regional managers to understand their leadership role in developing and implementing the strategic vision of the department. • Act as Region Project Delivery Manager at the request of and in the absence of the Region Project Delivery Manager. • Participate and support Region emergency operations. <p>General:</p> <ul style="list-style-type: none"> • Establish and maintain professional and collaborative working relationships with all contacts. • Contribute to a positive, respectful and productive work environment. • Maintain regular and punctual attendance.
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100%

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

This position is primarily in an office environment. Extensive and varied use of a personal computer (e-mail, scheduling templates, electronic prospectus completion, spreadsheets, projectwise, ACCESS databases, etc.). Long hours may be required, including some evening meetings, since position has competing demands, tight time schedules, ongoing community involvement commitments (ACTs, neighborhood associations, County Coordinating Committees, Council/Commission Meetings,, etc.), and simultaneous projects with overlapping deadlines.

This position requires frequent contact with elected, local, state and federal officials, various media, stakeholders with competing demands/agendas, and the public in conditions that may be stressful, emotionally charged or hostile.

Periodic work outdoors at project sites is required. There is potential exposure to extreme hazards of traffic, construction equipment and working in inclement weather conditions. At project sites, may need to walk on rough terrain and stoop or bend around structures or equipment. May be required to work 20 feet or more above ground/water.

Regular travel within the Area and Region is expected, and at least monthly statewide travel is required. Must have a valid Oregon driver's license. If not, must be able to provide an acceptable alternative method of transportation.

As requested, makes presentations to and leads discussions with the highest-level decision bodies (legislative, OTC, ODOT Director and Executive Staff, Local boards and commissions). This position is primarily in an office environment. Often these are situations where there are very diverse opinions and some of the issues are very complex and controversial. This position involves complex agency programs and policy work that require careful attention to technical details and deadlines. This position must have the ability to: work in this environment, appropriately represent the agency and state and effectively use mediation skills to reach consensus.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

State (ORS) and federal laws (CFR) and regulations pertaining to transportation modes and systems. Administrative rules, policies, and manuals as set forth by the agency; Public Involvement Guide; COOT Highway Design Manual; AEE and SEIU collective bargaining agreements; ODOT Strategic Plan; Oregon Transportation Plan; Oregon Action Plan; Oregon Benchmarks; Project Leader and Project Management Guidebooks, policies, and white papers; ODOT Project Delivery Operational Notices, Scope, Schedule, and Budget Manual; AASHTO Manuals; ODOT Construction Manual; ODOT Financial Management and Budgeting plans and practices; United States Code Title 23; ODOT Affirmative Action Plan; Human Resources rules, policies, practices, and procedures; OSHA rules; office management procedures and practices; Purchasing manual; various Community agency by-laws and procedures; and miscellaneous special publications. These documents may include, but not be limited to the following:

Standard Specification for Highway Construction; OSHD Standard Drawings; Contract Plans and Special Provisions; OSHD Materials Manual; Supplemental Standard Specifications for Highway Construction; Hydraulics Manual; Construction Manual; Functions Requirements of Highway Safety Features; Standard Highway Spirals Inspectors Manual; ODOT Field Test Procedures Manual; Non-field Tested Materials Acceptance Guide; Federal and State Environmental laws and policies; Highway Design Manual; ODOT Operational Notices; Affirmative Action Plan; Personnel Rules and Policies; ; Purchasing Manual; AASHTO Manual on Uniform Traffic Control Devices; Section/Crew tern agreements; Special publications such as safety bulletins, video tapes, Asphalt Institute, FHWA Survey Reference Manual and equipment manufacturer's manuals; Oregon Administrative Rules pertaining to transportation; Oregon Revised Statutes.

b. How are these guidelines used?

A great deal of the incumbent's work requires making "judgement calls" in an environment characterized by ambiguity or incomplete information. Flexibility in using a number of approaches and resources/guidelines to arrive at decisions is key to the incumbent's success. The guidelines and manuals listed above provide a critical reference to ensure the work is done in accordance with relevant laws and regulations; design standards and specifications, sound engineering and construction management principles and that staff are led using acceptable personnel practices.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Region Management.	In person/phone/writing	Discuss progress, alert to and/or resolve issues	Daily/Weekly
Other state/regulatory agencies.	In person/phone/writing	Discuss regulations, plan, problem solve	Daily/Weekly
Formal community involvement groups (ACTs, formally constituted neighborhood associations, etc.)	In person/phone/writing	Discuss potential projects/prioritize, explain, resolve conflicts, plan, negotiate design or construction details.	Weekly/As needed
County & City Officials	In person/phone/writing	Explain project development, implement activities, and resolve conflicts.	Daily/Weekly
Federal, State and local agencies (FHWA, BOLI, etc.)	In person/phone/writing	Discuss regulations and policy.	Daily/Weekly
Engineering Consultant representatives and staff.	In person/phone/writing	Information/recommendations/discuss policy, contract development and administration, assignments and performance, resolve conflicts, negotiate development/construction details.	As needed
News Media	In person/phone	Explain project activities/alternatives.	As needed.
Technical Services, TSRM, TS resource unit managers.	In person/phone/writing	Information/recommendations/discuss regulations & policy, plan assign monitor work, resolve issues.	As needed.
Contractors.	In person/phone/writing	Discuss progress, resolve issues, coordinate projects, and manage contract parameters (Scope of Work).	As needed.
Citizens/Stakeholders/ Neighborhood groups.	In person/phone/writing	Discuss activities, Resolve Complaints, negotiate design or construction details.	As needed.

SECTION 7. POSITION RELATED DECISION MAKING

a) Describe the typical decisions of this position.

This position works directly in support of the Region Project Delivery Manager who is responsible for delivering the Region's transportation program; providing technical support to regional planning, local program and maintenance efforts; and serving on various statewide committees that develop, implement and revise agency policies and stakeholder agreements. This effort is essential to the safety of the travelling public in Oregon. Decisions made concerning the size and complexity of delivery packages and the specific delivery methods impacts the flow of cash into the economy of Oregon.

This position has primary responsibility for developing and delivering multi-million dollar transportation related projects within a geographic area. In carrying out this responsibility, the AM exercises wide-ranging judgment and discretion in decision making. The position also requires high visibility as a representative of ODOT on statewide initiatives or with local stakeholder groups, neighborhood associations, RSTs, ACTs, federal/state/county/city agencies, contractors, and/or media representatives. In this capacity, decisions made are varied and complex, and in many cases commit ODOT to a particular course of action, both from a financial and resource perspective.

Decision making responsibilities include framing recommendations to the Region Project Delivery Manager, Region Manager, Deputy Director, Director and legislators. This requires a high degree of independence, ability to implement action and skills in constituent engagement. It also includes ability to make accurate interpretations of policies adopted by the OTC that establish direction across the agency. Implementation

direction can originate from OARs, ORSs, and from industry and financial best-practices. Incumbent may recommend design exceptions to the State Roadway Engineer or ODOT's Chief Engineer.

b) Explain the direct effect of these decisions.

Errors in judgment could cause delays in the delivery of highly visible highway construction contracts that could negatively impact the agency's ability to meet its goals and secure additional revenues. Errors in judgment could result in substantial swings in financial commitments for the agency and in turn for the public. In addition, poor quality technical products can lead to negative impacts to critical highway features and increase the safety risk to the traveling public.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position No.	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
PEM-G Project Delivery Manager	9901165	Individual and group meetings review of staff work	Weekly/As needed	Information/recommendations/discuss regulations & policy/training/give direction

SECTION 9. OVERSIGHT FUNCTIONS FOR MANAGEMENT SERVICE SUPERVISORY (MMS) POSITIONS ONLY

- a. How many employees are directly supervised by this position? 6
 How many employees are supervised through a subordinate supervisor? 34

- b. Which of the following activities does this position do?
- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Effective management and leadership skills and outstanding communication and consensus building skills are mandatory. Area Managers must have proven human resource management skills. They must be tactful and sensitive in dealing with others, and have well developed negotiation/mediation, problem-solving abilities and conflict resolution skills.

The AM must have demonstrated competency in the principles and techniques of project management/leadership. He/she must have a general, working knowledge of construction and engineering design standards and specifications and sound engineering principles. This understanding may be gained through academic pursuits or on-the-job experience.

Public speaking abilities and willingness to work extensively with local jurisdictions, other agencies, and the public are essential for success in this role.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area <i>(Personal Services; Services & Supplies; Capital Outlay)</i>	Biennial Amount (\$00000.00)	Fund Type <i>(General; Other; Federal; Lottery)</i>
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".		
All of the above.	\$250,000.00	General, Other, Federal

Incumbent is authorized to approve (1) "minor" contract change orders (CCO's) for authorized work up to \$150,000, (2) "major" CCO's and claim settlements up to \$75,000, and (3) contract time adjustments up to 30 days, (4) construction project authorization overruns up to \$250,000. This position manages multiple projects with a typical program budget ranging from around \$200 million per annum. The incumbent exercises full discretionary decision making authority with respect to proper use of funds and represents the department at regional partnerships, Area Commissions on Transportation and other external forums where the commitment of resources commonly occurs.

DESIGNATION OF CRIMINAL BACKGROUND CHECK (CBC) REQUIREMENT:

Review the criteria below. Indicate if the position is assigned these duties or responsibilities. If one or more boxes is checked yes, a CBC is required prior to filling the position.

The employee in this position...

1. Provides information technology (IT) services and has control over access to Department information technology systems that could allow the individual to harm these systems or the information contained within the systems. This relates to having responsibilities that involve development, programming, installation, maintenance or other technical aspects related to Department hardware and software. It is not intended to include positions with responsibilities that only utilize IT systems, such as entering and retrieving data. Yes No
2. Has responsibility for receiving, receipting, or depositing money or negotiable instruments..... Yes No
3. Has responsibility for payroll functions..... Yes No
4. Has responsibility for purchasing or selling property, or has access to private property in the Department's custody (such as Right of Way and Facilities). It is not intended to include positions with responsibilities that may involve simply being on private property to perform certain duties..... Yes No
5. Has access to personal identification information about employees or members of the public, including Social Security numbers, date of birth, driver license numbers, medical information, personal financial information or criminal background information. Yes No

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart.

Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, and employee name and position number.

SECTION 12. SIGNATURES

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
_____ Appointing Authority Signature	_____ Date	_____ Printed Name of Appointing Authority	