

EDITED TASK LISTING

CLASSIFICATION: Capital Outlay Program Manager

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Provide leadership and direction for supervisory and project management staff to ensure compliance with various aspects of the State's Capital Outlay Program (COP) and its projects utilizing various resources (e.g., Design Criteria Guidelines [DCG], California Building Codes [CBC], regulations, manuals, industry standard techniques etc.) on a daily basis.
2.	Oversee program direction for siting, design and special repair projects to ensure code compliance and project requirements are met using the appropriate resources (e.g., DCG, CBC, regulations, manuals, policies etc.) as directed by the Deputy Director.
3.	Administer projects contained in the Department's Facility Master Plan (FMP) which includes approved Capital Outlay and repair projects utilizing various resources (e.g., DCG, CBC, regulations etc.) necessary to ensure compliance with authorized legislation and approved Governors' Budget as directed.
4.	Administer projects in the Department's Five Year Facility Infrastructure Plan which includes proposed Capital Outlay and renewal projects utilizing various resources (e.g., DCG, CBC, regulations etc.) necessary to ensure compliance with authorized legislation and approved Governors' Budget as directed.
5.	Assist with the development and prioritization of the Departments Five Year Facility Infrastructure Plan which includes proposed Capital Outlay, special repair and renewal projects utilizing various resources (e.g., DCG, CBC, regulations etc.) necessary to ensure compliance with authorized legislation and approved Governors' Budget as directed.
6.	Administer major capital outlay projects including new construction, large repair and /or facility renewal projects (e.g., new housing, infrastructure improvements, security modifications and capital renewal etc.) to ensure compliance with Governors' Budget and/or authorized legislation as directed.
7.	Direct program workload to ensure approved projects are within legislative budget authority utilizing various internal and external resources (e.g., staff and consultants) as needed.
8.	Utilize a combination of public and/or private sector architect, engineers and special consultant resources to deliver plans and/or studies in a timely manner for approved projects ensuring compliance with statutory requirements (e.g., Public Contract Code, State Public Works Board and CBC etc.) as required.
9.	Provide direction for all project phases including stakeholder resource coordination (i.e., program, environmental, correctional, architectural, engineering, legal, contract and financial management etc.) to ensure compliance with project scope, schedule and budget requirements utilizing various resources (e.g., DCG, CBC, regulations, manuals, policies, etc.) as necessary.

Tasks highlighted in bold text are not currently on the SPB classification specification

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10.	Implement project control sections for multiple projects within the Facility Planning, Construction and Management (FPCM), impacting or affecting other offices within the Department (e.g., legal, fiscal, security, contracts etc.) utilizing various project tracking and monitoring tools (e.g., construction management, fiscal and scheduling software, etc.) as directed by the Associate Director.
11.	Provide direction to ensure that all project plans and specifications for major and minor capital outlay and special repair projects comply with regulatory and statutory requirements (e.g., regional air quality district, state water board, state fire marshal, state public works board etc.) utilizing appropriate resources (e.g., DCG, CBC, regulations, manuals, policies, etc.) as directed by the Deputy Director.
12.	Communicate with the Department of Finance, Legislature, Governors' Office, State and Local agencies regarding various aspects of the Departments' Capital Outlay and Special Repair Programs are in consistent with the FMP and Five Year Infrastructure Plan utilizing various resources (e.g., DCG, CBC, regulations, manuals, policies, etc.) as required.
13.	Provide facility project and planning direction to meet program requirements regarding land use and acquisitions, dispositions and facility reuse strategies while ensure compliance with all state policies and statutory requirements utilizing various resources (e.g., DCG, CBC, regulations, Department Operations manuals, industry best practices etc.) as required.
14.	Serve as a key advisor to the Division and other impacted CDCR divisions regarding environmental and regulatory compliance, land use and acquisitions, design and construction issues as it relates to the Departments Asset Management/Capital Program utilizing various tracking and monitoring tools (e.g., state property index, regulation manuals and data bases, policies, etc.) to ensure compliance with Governors' Budget and/or authorized legislation as directed by the Deputy Director.
15.	Direct staff in the administration of all capital outlay and repair contract activities (i.e., development of scope of services, negotiation of scope/fees, monitoring contract deliverables and payment, etc.) to ensure compliance with project scope and budget requirements utilizing various resources (e.g., DCG, CBC, public contract code and regulation, manuals, policies, etc.) as necessary.
16.	Develop specific selection criteria for professional services contracts in to ensure the Department retains the most competent private sector resources best suited for delivering Capital Outlay and special repair projects utilizing public contract code and regulations to ensure compliance with Governors' Budget and/or authorized legislation as directed by the Deputy Director.
17.	Administer pre-programming, short and long-term planning to support of the Departments' FMP and strategic goals and initiatives utilizing various resources (e.g., design criteria guidelines, building codes, regulations, manuals, policies, etc.) as necessary.

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18.	Utilize a combination of internal resources and external private consultants to develop design/build project performance criteria for solicitation, bid and award to a general contractor and/or architectural/engineer team (i.e., Joint Venture) utilizing various resources (e.g., DCG, CBC, public contract code and regulation, manuals, policies, etc.) as necessary.
19.	Utilize a combination of internal resources and external private consultants to develop project plans and specifications for solicitation to bid and award to a general contractor, Department of General Services (DGS) or California Department of Corrections and Rehabilitation (CDCR) Inmate Ward Labor utilizing various policies, standards, regulations and guidelines (e.g., DCG, CBC, public contract code and regulation, manuals, policies, etc.) as necessary.
20.	Provide program oversight for Capital Outlay Project budgeting utilizing a combination of internal resources and external private consultants to develop and monitor three page estimates, cost control and other related reports to ensure compliance with legislative fiscal authority as required.
21.	Provide oversight of CDCRs program manager consultant in support of the Department's Capital Outlay Program and facility planning goals and initiatives utilizing Information Technology (IT) applications for tracking both program and project information (e.g., schedule, scope, and budget etc.) as directed by the Deputy Director.
22.	Provide oversight and direction to consultants and Project Director III staff for ongoing training and development to improve project team performance and efficiency for delivering CDCR priority projects (e.g., mission critical, court ordered or administration driven initiatives etc.) utilizing performance reviews and feedback loops as directed by the Deputy Director.
23.	Foster a hostile-free work environment in accordance with Equal Employment Opportunity (EEO) policies using EEO policies, Operations Manual and appropriate on-the-job training (OJT) on a daily basis.
24.	Ensure continuous training and development for FPCM subordinate staff to ensure compliance with the most current EEO objectives utilizing appropriate OJT on a daily basis.
25.	Ensure that construction materials proposed by either internal or private design consultants and/or contractors comply with departmental standards utilizing California building code criteria, CDCRs DCG and Standard Design Documents and as required.
26.	Ensure compliance with Administration Executive Orders relative to sustainability goals and objectives (e.g., energy and water conservation, renewable energy etc.) utilizing internal and external monitoring/reporting data to measure progress as required.
27.	Initiate the Progressive Disciplinary Process to improve and/or address issues related to employee performance in accordance with departmental policy utilizing Bargaining Unit contracts, DOM, etc. as needed.

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28.	Ensure continuous training and development for FPCM supervisory staff to ensure compliance with the most current personnel progressive disciplinary processes and procedures utilizing CDCR's Human Resources policies for reference as needed.
29.	Communicate in a professional and effective manner with others (e.g., staff, public, contractors, consultants etc.) utilizing tact and interpersonal skills to establish and maintain effective working relationships in all work environment situations and on a daily basis.
30.	Facilitate the hiring process in accordance with California Department of Human Resources (CALHR) rules and regulations by conducting interviews to fill identified vacant positions utilizing CDCR guidelines (e.g. DOM, or FPCM directives) as needed.
31.	Reviews and provides guidance regarding the recruitment and retention of qualified professional staff that would strengthen the FPCM organization for current and anticipated future needs utilizing CDCR's strategic goals, initiatives and facility master plan guidelines as directed by the Associate Director.
32.	Utilize completed end-user Post Occupancy evaluation reports/feedback to improve future CDCR facility design and construction projects to satisfy the current and future operational needs that benefit both staff and inmates on an ongoing basis.