



# SC Staff Responsibilities for Processes Owned by Others

## Revision and Approval

Revision	Date	Nature of Changes	Approved By
0	04-25-2023	Original Issue	Richard Foley

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## Background

This process establishes Structure Construction (SC) communication protocols and general responsibilities for Caltrans processes managed by other functional units.

Structure Construction is an organization built upon technical expertise, trust, and empowerment of staff to function with competency. Awareness of SC responsibilities enable staff to meet the needs of SC's stakeholders.

While the entire *Bridge Records and Procedures Manual* establishes responsibilities for SC staff, this Bridge Construction Memo (BCM) differs in that it communicates responsibilities for processes owned by other functional units. The responsibilities contained in this BCM include, but are not limited to, processes owned by:

1. Accounting
2. The Division of Construction (DOC)
3. The Office of Employee Health and Safety
4. Cal/OSHA
5. The Division of Engineering Services (DES)
6. The Division of Maintenance
7. The Department of Human Resources (DHR)

Caltrans construction processes that SC staff participate in are documented in the *Construction Manual*, which is managed by the Division of Construction. Resident Engineers are responsible for fulfillment of these processes. SC staff assist the Resident Engineer (RE) with fulfillment of these processes.

Most Caltrans administrative processes that SC staff participate in are documented in other Caltrans publications, including but not limited to the following:

1. *Caltrans Health and Safety Manual*
2. *Caltrans Travel Guide*
3. *Caltrans Independent Assurance Manual*

Understanding the responsibilities is critical in maintaining the safety of the public and the trust that the public and stakeholders have placed in SC as an organization of highly competent and well-trained engineers.

## **Process Inputs**

1. SC staff movement by either promotion, transfer, loan, rotation, or new hire
2. SC staff Annual Performance Review (APR)

## **Procedure**

1. All work associated with this process is charged as:
  - a. [Project Direct – Construction](#) for tasks related to project specific mentoring.
  - b. [Overhead](#) for completing probation reports and Annual Performance Reviews.
2. SC staff:
  - a. Review, discuss, and ask questions about SC staff responsibilities with peers and supervisor, including responsibilities for processes described in:
    - i. [Attachment 1](#), *SC Staff Responsibilities for Performing Operational Activities*, which covers the SC internal operations to manage organizational needs.
    - ii. [Attachment 2](#), *SC Staff Responsibilities for Performing Standard Construction Activities*, which covers contract administration duties supporting the District.
  - b. Review, discuss, and sign the Annual Performance Review (APR).
  - c. For new staff, review, discuss, and sign probation reports.

- d. For experienced staff, provide peer level mentorship and pass on knowledge to new and less experienced staff.
3. SC Supervisors:
- a. Review as necessary the SC Supervisor responsibilities of:
    - i. SC operational staff responsibilities as outlined in Attachment 1, *SC Staff Responsibilities for Performing Operational Activities*.
    - ii. Project specific staff responsibilities of the *Construction Manual* as outlined in Attachment 2, *SC Staff Responsibilities for Performing Standard Construction Activities*.
  - b. Discuss SC responsibilities with SC staff.
  - c. Using the APR, probation reports, and other competency tools, monitor SC staff for effectiveness in performing their responsibilities.
  - d. Provide and promote training regarding SC responsibilities to staff, such as:
    - i. RE Workshop and RE Academy, stormwater pollution prevention plan (SWPPP) training, and additional construction training sponsored by others.
  - e. Inform SC staff of opportunities for career development and provide feedback and mentorship for attaining such opportunities.
  - f. Notify SC managers of any problems with SC staff that are unable to meet the requirements of Attachments 1 and 2.
4. SC Managers:
- a. Establish SC Supervisor and SC staff responsibilities.
  - b. Review management responsibilities within:
    - i. SC staff operational responsibilities as outlined in Attachment 1, *SC Staff Responsibilities for Performing Operational Activities*.
    - ii. Project-specific SC staff responsibilities in the *Construction Manual* as outlined in Attachment 2, *SC Staff Responsibilities for Performing Standard Construction Activities*.
  - c. Promote through discussion the SC staff responsibilities within Attachments 1 and 2.
  - d. Discuss SC Supervisor responsibilities with SC Supervisors. Monitor SC staff and SC Supervisors for adherence and reinforce as necessary.
  - e. Promote the use of the Superior Accomplishment Awards and the CT Partnering Awards programs for SC staff that excel.

- f. Evaluate SC staff responsibilities in Attachment 1 and 2 as part of SC Management Review and make improvements as needed.

## **Process Outputs**

1. SC staff performance of SC responsibilities
2. SC staff APR and probation reports

## **Attachments**

1. [Attachment 1](#), *SC Staff Responsibilities for Performing Operational Activities*
2. [Attachment 2](#), *SC Staff Responsibilities for Performing Standard Construction Activities*
3. [Attachment 3](#), *Sample Letter and Report*