

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	DES/Administration/OBOS-Translab	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Facility Officer		01/01/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction and supervision of the Facilities Unit Chief, a Chief of Plant Operations 1 (CPO1), Translab Business Services Branch, under the Office of Building Operations and Safety (OBOS) in Administration, the Associate Governmental Program Analyst performs at the journey level and is responsible for independently performing the following tasks:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Incumbent will be responsible to develop short and long range plans and projects for routine, preventive and major maintenance repair of buildings, grounds, systems and equipment to ensure high quality functioning facilities for Translab staff and customers. As project manager, develop and implement Translab-wide infrastructure repair projects and strategies of a complex nature that encompasses state owned facilities totalling approximately 171,195 square feet, on 19 acres. This involves diligence, teamwork, planning and follow-through in all areas of project management including project initiation, research and analysis of alternate proposals, critical path scheduling, adjustments, coordination with vendors, contractors, other agencies and all levels of Caltrans staff. Conduct facilities feasibility studies, prepares Decision Documents, memos or issue papers and make recommendations regarding proposed modifications and enhancements. Evaluates customer and facility needs, inspects, identifies options, interprets and applies Fire, Life and Safety regulation and ADA requirements. Prepares and presents materials for conference with management. Schedules and coordinates project work for plans, budgets facility modifications, including cost estimates, bid sheets, layouts and contracts. Formulate and coordinate specifications, requirements for proposals and contracts, and associated documents for part and supplies acquisitions and contracted services. Coordinate project work for purchase of building systems such as Heating, Ventilating, and Air Conditioning (HVAC) equipment and systems, security and fire alarm systems, automatic doors, and other building equipment and systems in conjunction with local government officials, State Fire Marshall and building departments in the City and County. Conducts periodic inspections of buildings and property.
20%	E	Incumbent will be responsible for maintaining the preventive maintenance Service Request Tracking System. Includes tracking service requests issued to the Translab's Department of General Service (DGS) maintenance staff. Issues and tracks service requests to DGS maintenance staff. Reviews and analyzes new service requests for accuracy, clarity, and completeness of scope. Determine, based on the scope of the requests, how the work should be accomplished. Analyzes options to determine most cost effective way, including short term and long term options. Collaborate with DGS Facility management on routine inspections of the heating, air conditioning/ ventilation system, electrical panels, plumbing, sewer and drainage systems. Works closely with other facility support staff, the Division of Business Facilities and Security (DBFS) to determine and when necessary, contract out services due to safety, time constraints and facility operations. Develops a scope of work, fact sheets, solicits estimates and bids when service requests are to be completed by outside contractor(s). On an ongoing basis, reviews, monitors, communicates, conducts meetings with responsible parties and management the status of existing service requests to ensure timely completion. Communicates and make

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recommendations to DGS, DBFS Management, Translab's Management and customers to resolve any service request delays including funding issues.

- 20% E Develop, recommend and monitors Translab facility and maintenance budgets. Identify the cost, timing and other key issues involved in providing department services. Prepare, maintain, and provide statistics and reports; write letters, memos, reports and summaries. Oversee the development of the scope of work, selection, contracts, and administration of contractors and vendors. Incumbent is responsible for maintaining a current Facility Master Plan including the development and upkeep of the five year facility infrastructure and maintenance plan.
- 10% M Prepares written reports, issue papers, spreadsheets, e-mails and correspondence. Attend meetings and make recommendations regarding internal workload issues. Work on special assignments as directed by the CPO1 or the Translab Business Services Branch Chief. Perform other analytical duties, as required, including acting as lead in the CPO1's absence.

¹ESSENTIAL 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

None. Incumbent may serve as lead during the Office Chief's absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles and modern methods of public and business administration including organization, fiscal and personnel management, training, and administrative analysis; principles and practices of general business management; budgetary procedures, purchasing, and building management; principles of accident prevention and safety practices; modern office methods, forms, and equipment; public information channels and methods; organization and functions of the Department of Transportation; a variety of analytical techniques to resolve complex administrative or governmental problems; methods and techniques of effective team or conference leadership; PC based software such as Microsoft Word, Excel, Project, Outlook and File Maker Pro. The incumbent must have a working knowledge of Caltrans' facilities procedures, space management, document filing, control systems, and safety.

Ability to: Analyze and solve various administrative problems and adopt an effective course of action; reason logically and creatively; consult with and advise administrators and other interested parties on subject matter within the area of assignment; develop and implement new and revised methods and procedures; establish and maintain cooperative working relationships; estimate and budget for future needs and cost of personnel, space, equipment, supplies, and services; analyze data and present ideas and information effectively; demonstrate capacity for assuming increasing administrative responsibility; use a variety of analytical techniques to resolve complex administrative or governmental problems; coordinate the work of others; act as a team or conference leader. In addition, the incumbent must be able to follow written and oral directions, communicate both effectively verbally and in writing, interpret written and numerical data, analyze complex data from various sources including infrastructure studies, as-built plans, and seismic studies; and demonstrate a good work ethic.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of errors in decision-making include: delays in service to customers; the Translab Business Services Branch failure to meet performance objectives; perpetuation of unsafe working conditions, and could negatively impact the Division's delivery of critical projects.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have contacts with the Office of Business Services' and Administrative Services' personnel, the Department of General Services', Division of State Architect and the Office of Real Estate and Design staff, local government officials and building departments in the cities and County. DES' management in developing minor construction and equipment projects.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position is 90% sedentary and involves the operation of a personal computer about 85% of the time. Therefore, the incumbent must be able to sit for long periods of time and have the ability and aptitude utilize a personal computer to update, retrieve, and analyze information. In addition, the incumbent must be able to sustain mental activity needed for

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problem solving which includes: reading, writing, analyzing, understanding, interpreting, consulting, developing alternatives, drawing sound conclusions, and recommending, implementing, and evaluating solutions.

The position also requires the incumbent to perform the following activities: squatting, filing, copying, faxing, standing, and walking.

Emotional requirements include being able to exercise sufficient control over emotions to gain and maintain the confidence and respect of others, recognizing and acknowledging emotionally charged issues or problems, and responding appropriately to them.

WORK ENVIRONMENT

Incumbent will be exposed to various work environments. While at their base of operation, the employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent may be required to sit and/or stand for extended periods of time. The incumbent will be using a keyboard/mouse and video display monitor. Some travel may be required, therefore, incumbent must be able to travel using a car or commercial transportation.

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.)

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