

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION District 12 Project Delivery	
WORKING TITLE Contract Manager/Lease Analyst	POSITION NUMBER 501-5157-015	EFFECTIVE DATE

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 Supervision of Branch Chief in Construction a Staff Services Manager 1, the Journey level Associate Governmental Program Analyst is responsible for resolving the majority of complex contract issues, pertaining to assessing the need for services, writing scopes of work, assessing the funding sources and fiscal impact for Inter agency agreements, minor construction and moving service contracts. This position will also provide program evaluation on the purchases of electrical vehicles by developing criteria and specifications as directed by Department of General Services, to comply with Governor's Executive order to purchase electrical vehicles. Conducts site searches for potential field offices, develops lease requests and renewals. Coordinates, ADA requirements and Fire Marshal inspections. Reviews and Analyzes contract accounts and administration of service contract, tracking account usage and analyzing data for vendor and construction project expenditures.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	Incumbent independently reviews specific and relevant information applicable to construction office contracts and leases. Develops contract language for services, applying rules and regulations with knowledge of contracting laws pertaining to the writing of construction contracts scope of work. Acts as Contract Manager for Construction Division. Assess needs for services and provides recommendation to management regarding the fiscal impact. Monitors Contract process and services to determine contract renewals as necessary. Reviews allotments for funding approval pertaining to Resident Engineer Funds and makes recommendations to management pertaining to Resident Engineer Funding. Provides program evaluation on the purchases of electrical charging systems for construction field offices, by assessing needs, sites, fiscal impact and developing criteria as directed by Department of General Services, following current policy to comply with Governor's Executive order to purchase electrical vehicles. Reviews project accounts for expenditures, and monitors account usage, gathers, tabulates and provides detailed reports to management on project expenditures. Monitors and makes recommendations to management for contract expenditures, including working with the budget office in assuring contract and office expenditures are maintained within budget allocations, provides budget reports to management. This position will be in a lead capacity in absence of the Manager.
45% E	Acts as the Division of Construction Lease Analyst, as a full journey level person, when leasing field offices by assessing the need for new offices or trailers within the Construction Division,. Develop studies on State vs Consultant based offices, by assessing fiscal impact, assessing the need for the field offices and makes recommendations to management on findings. Renew and extends lease agreements for field offices. Performs negotiations with State Agencies and Real Estate Companies pertaining to the leasing of field offices and trailers, following established guidelines. Ensures established leasing policy is followed by implementing appropriate course of action when leasing field office trailers. Conducts sites search for new construction field offices and makes recommendations to management on potential sites to establish new field offices. Organize and compile relevant data to reflect accurate and well documented analysis of construction office expenditures and presents to management pertaining to field offices, trailers and leased offices. Provides support to field office in the maintenance and modifications of field office trailers and field offices assuring Health and Safety procedures are followed.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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10% E Develop Construction Office procedures and process in accordance with current directive. Secures moving contracts for employee moves and transfers from field offices. Collects and enters payment data in EFIS to maintain project status. Assist the Division of project Delivery with interview process. Consults with Hiring Seniors , provides interview notices, coordinates interviews reviews documents with Human Services Unit, prepares correspondence for applicants, Provides field support in the procurement of equipment and supplies as needed. Provides technical lead work and support to Project Delivery and field staff. Acts as lead in the absence of Manager. May be assigned special projects. Acts as back up for vehicle and training coordinator as needed

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

No formal supervision will be performed. However, this position will act as lead providing guidance to field and support staff within the Division of Construction pertaining to areas of expertise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a thorough knowledge of the Departmental organization and its functional units in order to perform his/her duties and work under pressure to meet production deadlines. Must have knowledge of Departmental contract policies and procedures as well as Departmental leasing policies. The incumbent must have ability to analyze situations accurately, and take appropriate and effective action; deal tactfully with the public and District Staff on sensitive and controversial matters; work constructively with others in a team environment. The incumbent must have the working knowledge of Mainframes and Personal Computer software, such as Word for Windows, Lotus, Excel, etc. as well as modern office methods, supplies and equipment Incumbent must also possess excellent organizational skills in order to meet deadlines to ensure timely project delivery. Must possess ability to speak and write clearly and effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Work must be performed in an accurate,detailed, organized, and timely manner. Errors or poor judgment can result in increased costs to the Department/State, loss of revenue to contractors/vendors, the misallocation of state resources, project delays and overall negative impact upon the state.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent contact with office and field staff in the Division of Project Delivery, other functional units within the District and HQ, and external contractors or vendors. He or she will have daily contact with employees of all levels within the organization and throughout the State and Local Agencies. Contacts are also made with the public. Must adhere to customer service standards set by the incumbents unit and provide high quality service to both internal and external customers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display.
Employee must be in good health; health that supports good attendance. He/She may be required to work for long periods of time at a keyboard and video display terminal. He/She may by required to drive and operate a vehicle in a safe manner for State Business.
Incumbent must be able to concentrate, analyze the situation and respond appropriately in difficult, emotionally charged and or sensitive situations. Must be able to assess situations, identify problems, formulate solutions, and prioritize tasks. Must be able to develop and maintain cooperative work relationships and conduct all work related relationships in a professional manner.

WORK ENVIRONMENT

The work is primarily conducted in an office environment with occasional field trips to construction field offices, construction project sites and /or contractor's business offices. While in the office employees will work in a climate-controlled office under artificial lighting. Employees will also travel and work outdoors and may be exposed to dirt,noise, uneven surfaces and /or extreme heat or cold.

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.)

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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