

**POSITION DUTY STATEMENT**

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PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Government Program Analyst	OFFICE/BRANCH/SECTION Office of Contracting Systems	
WORKING TITLE Ebid Systems Support Specialist	POSITION NUMBER 559-285-5393-XXX	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 supervision of a Supervising Transportation Engineer in the Office of Contracting Systems and the lead of a Senior Transportation Engineer (Supervisor), the incumbent is responsible for assisting the Office to support: the production bidding operations, electronic bidding improvement efforts, contracts with vendors, and operate as the budgeting lead for this office in DES Office Engineer.

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)1

**Job Description**

- 35% E Provide support to production bidding staff. Help resolve electronic bidding (Ebid) issues with input from staff. Assist with the development of the Ebid manual. Ensure that the Ebid process continues to operate with minimal delays in the delivery of contracts to construction, and develops into a robust, comprehensive process having stable continuity with pre and post processes. Support branch efforts to complete the system replacement program: Construction Contract Document Production (CCDP), and Highway Construction Bid Preparation and Analysis (HCBPA) which is the replacement of the Basic Engineering Estimate System (BEES) legacy system.
- 35% E Assist the Senior TE (Supervisor) in developing and recommending corrective actions as necessary for management. Act as Office Engineer's primary billing and financial designee for AASHTOW are related products and technical service projects. Assist Senior in performing Contract Management (CM) by monitoring consultant contract invoice processes and recording deliverables' percent complete. Develop status reports and assist managers in coordinating efforts to ensure contract payments are justified and timely. May represent Contract Manager including attending meetings with consultants and HQ IT staff. Assist Senior to develop and assemble training content, delivery, and materials.
- 15% E Provide complex analysis on resources and expenditures as well as allocations from capital programs and for consultant contracts. Coordinate with DES units to obtain, maintain and analyze office budget data. Develop status reports and assist managers in coordinating efforts to ensure contract budgets are completed.
- 15% M Compose correspondence, including memos, on routine subjects regarding office budgets, Ebid issues, and procedures; meeting announcements and agendas; and information and instructions regarding special projects.

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## SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise staff and can Act for the senior as needed.

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## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- An advanced understanding of contract development and contract management principles and processes, project and support cost estimating, resource management, and delivery tracking and scheduling.
- An advanced understanding and commitment to the Department's goals and values especially in the areas of delivery, service, integrity, teamwork and innovation and effectively contribute to them.
  - A working knowledge of computer applications is required. Especially: MS Excel and Filemaker Pro as well as legacy Department systems that house project data, e.g. OE Databases, PRSM, E-FIS and various district Workload Planning Systems.
  - The incumbent must be skilled in good management practices and be able to analyze situations accurately, adopt an effective course of action and demonstrate the capacity for assuming increasing responsibility.
- The incumbent must be able to maintain cooperative working relationships, participate on and build effective teams, resolve conflicts, have good negotiating, presentation, verbal and written communication skills.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Lack of timely and accurate exercise of assigned responsibilities will result in project delivery delay, possible failure and potential loss of project funding. Errors made before or during the bidding phase of contracts possibly may cause delays in project delivery.

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## PUBLIC AND INTERNAL CONTACTS

This position requires frequent contact with Division, HQ and district project delivery staff, management, consultants, contractors, IT staff, and accounting.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to sit for prolonged periods of time using a keyboard and video display terminal. Must have the ability to maintain sustained mental activity needed for report writing, analyzing situations, problem solving, and logical reasoning. Must be able to maintain cooperative working relationships and respond appropriately in difficult situations. Must be able to work in a team environment.

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## WORK ENVIRONMENT

The incumbent performs assigned tasks in a climate-controlled work environment having sufficient light, and reasonable noise levels. DES houses employees in cubicles supplied with computer workstations and other tools. Employees may be required to travel on occasion for training or meetings outside their normal work environment.

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ADA

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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