

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
| Associate Governmental Program Analyst | 59/DES/Structure Construction | |
| WORKING TITLE | POSITION NUMBER | EFFECTIVE DATE |
| Resource Coordinator | 559-511-5393-xxx | 09/01/2015 |

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 of a Senior Bridge Engineer in Structure Construction's HQ Office, the incumbent is a staff specialist responsible for coordinating workplan data in PRSM/Clarity, the Department's task management database. The incumbent is also responsible for assigning for review and tracking of project management documents received and transmitted from Structure Construction's HQ Office. The incumbent is also responsible for the accuracy of Structure Construction's charging practice guidelines. Duties include, but are not limited to, the following.

TYPICAL DUTIES:

| Percentage | Essential (E)/Marginal (M) ¹ | Job Description |
|------------|---|---|
| 40% | E | Manage SC group email accounts used by SC field staff and others to submit project management documents to SC HQ. Assigns project management documents to SC HQ office staff for review and action. Tracks status of project management documents using a spreadsheet or database as the documents move through the workflow process from administrative SC HQ office staff to engineering SC HQ office staff to customers within and outside of SC. |
| 25% | E | Responsible for the accuracy and correction of Structure Construction (SC) data in PRSM/Clarity, the Department's task management database. Corrections to allocation, unit assignments, start and end dates in the workplans, task manager assignments, and Activity 275 data will be determined by the incumbent through analysis and assessment of reports, communication with SC field staff, District staff, information in SC's project management database, and direction from SC supervisors. Analysis may involve: determining shortfalls in allocation based on field desired needs, unit ownership per current construction assignments, consultant allocation needed per SC's project management database and others. Changes in Clarity based on these corrections will be done by the incumbent or other staff, as directed by the incumbent. Responsible for direction and on-the-job Clarity training to other administrative staff within the SC HQ office. Will be responsible for ad-hoc reports in Clarity as required by SC supervisors. |
| 15% | E | Maintain current charging practice guidelines for project direct and overhead charging. Incumbent will be responsible for developing guidance based on the current fiscal year's Workplan Standards Guide and overhead allocation. Analysis of past fiscal year's charging will be required to provide input on future year's charging codes and budget. |
| 10% | E | Under the guidance of the Senior Bridge Engineer, directs the establishment and development of procedures and desk manuals for SC HQ staff. |
| 10% | M | Directs and trains SC office staff for the provision of SC project management database support to all SC personnel. |

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; acts as lead worker over SC HQ office staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent serves as a Clarity liaison to the Districts, DES and SC staff. The incumbent must have extensive

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knowledge of PRSM, Clarity, and the Workplan Standards Guide. The incumbent must have strong analytical abilities to read, interpret, monitor, analyze, and provide reports for workplan data as it applies to SC. The incumbent must be familiar with overhead and project direct charge codes; be familiar with EFIS data; have the ability to understand, develop, and maintain certain data and reports needed for management staff; and be able to speak and write effectively. The incumbent must have familiarity with personal computers, word processing, spreadsheets, and database operations. The incumbent must possess the ability to develop and maintain spreadsheets and database reports on the personal computer.

The incumbent must be able to analyze situations and problems that occur from incorrect data in Clarity and be able to resolve them. The incumbent must be able to navigate through and work proficiently in Clarity and SCs project management database.

The incumbent must be able to manage group email accounts, assign, distribute, and track the progress of project management documents through the workflow process to and from SC HQ staff.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent assists in training of other administrative and engineering staff in SC's HQ Office. The incumbent is responsible for accurate SC data in Clarity, and proper charging practices. The incumbent is responsible for tracking project management documents through the SC HQ office workflow process. Errors could result in problems with SC's ability to administer construction contracts due to staffing and budgetary concerns, as well as ability to track and account for the progress of project management documents through the workflow process.

PUBLIC AND INTERNAL CONTACTS

Will be in personal contact with SC field staff, SC HQ staff, DES staff, District personnel, and other staff as required. Will act as primary support to SC's supervisors and managers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. Must be able to use fine manipulation and/or simple grasping during the course of their workday. Some walking may be required.

The incumbent must be able to effectively communicate in English and may be required to make presentations, lead workshops, and serve on quality teams. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, reasoning, auditing and editing, problem solving, and report creation and writing.

The incumbent must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information.

The incumbent must be able to adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships with staff as well as other departmental employees and recognize emotionally charged and/or sensitive issues and problems and handle them effectively and appropriately. The incumbent must recognize and respond appropriately to difficult situations and priority issues arising within a dynamic work environment, and must facilitate effective solutions. The incumbent must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

The incumbent must possess the ability to formulate effective strategies consistent with the Division's business plan and develop new insights into situations and apply innovative solutions to make organizational improvements. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates.

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WORK ENVIRONMENT

Incumbent will be exposed to various work environments. While at their base of operations, employee will work in a climate-controlled office under artificial lighting. 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. Employee may be required to travel for meetings outside their normal work environment.

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