

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Governmental Program Analyst	DISTRICT/DIVISION/OFFICE Division of Procurement and Contracts	
WORKING TITLE Specifications Analyst	POSITION NUMBER 702-019-5393-xxx	EFFECTIVE DATE September 2014

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 Staff Services Manager I, the incumbent performs a wide variety of commodity acquisition responsibilities. The successful candidate must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customers' expectations.

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)

Job Description

30% (E)

Collects, analyzes and interprets data relating to standards of quality, specifications, and standardization of commodities purchased by Caltrans and the uniformity of practices in the use of such commodities. Prepares recommendations to management on the use and suitability of commodities. Represents the Division of Procurement and Contracts (DPAC) when working on issues with the Caltrans New Products Committee. Performs as a Liaison between the Department of General Services (DGS) and the Districts and Divisions. Supervises pilot testing of new materials and products offered by vendors. Provides customer service to vendors by providing guidance on how to do business with Caltrans. Develops and maintains organized system to document, review, and update product specifications.

30% (E)

Works with DGS Procurement Division on various procurement studies and pilot tests including the establishment of statewide commodity contracts when Caltrans data for materials, equipment and supplies indicate they are used in common and in large quantity. Negotiates with DGS to develop and/or revise contract language to ensure commodities and services meet the business needs of Caltrans. Works closely with Caltrans' Districts and Divisions to evaluate vendor performance and address issues of non-compliance. Develops forecasting and usage data to

accompany formal bids for spot purchases and statewide purchase contracts. Prepares and analyzes data to complete the annual State Agency Recycled Content Report.

25% (E) Prepares departmental purchase estimates that exceed Caltrans' purchasing authority levels and emergency purchase requests. Works closely with Caltrans Districts and /or Divisions to develop appropriate procurement justifications and maintains supporting documentation in an organized filing system. Works closely with the main Caltrans Warehouse staff to resolve issues related to the quantity, quality, testing, receipt and delivery of warehouse commodities.

10% (E) Acts as a consultant to Purchasing Analysts and Caltrans employees on the relative merit and availability of various materials, equipment and supplies. Updates the Caltrans Acquisitions Manual.

5% (M) Other duties as required.

SUPERVISION EXERCISED

The incumbent does not directly supervise anyone.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of: quality and value of materials, equipment and supplies of the type required by Caltrans; methods of developing purchasing standards and specifications, both as to form and technical content; various laboratory methods employed in the testing of materials, equipment and supplies, and the availability of test facilities; testing machines and laboratory equipment used in the physical measurements of properties; sources of supply of various commodities; purchasing principles and practices, including Caltrans' procedures, DPAC's purchasing procedures, delegated purchasing practices, and the Caltrans' Materiel Management System operation and reports; property inventory control methods.

Must have the ability to: determine the suitability, adaptability, and utility of items in relation to their use; prepare accurate, concise standards and specifications; analyze and evaluate the relative merits of competitive commodities; perform research on new and changing products offered by vendors and develop reference material relating to these products; establish and maintain cooperative working relationships with those contacted in work; analyze situations accurately and adopt an effective course of action; speak and write effectively. Good interpersonal relationship skills are essential, particularly in exhibiting an unbiased approach to vendors. Computer use is approximately 75% of the time.

Strong analytical and problem solving skills are required. The incumbent must be conversant with the technical aspects of a wide variety of products and able to discuss them with management, users, vendors, and buyers at DGS Procurement Division. The incumbent must recognize problems with products, consult with vendors, users, warehouse and Laboratory personnel, and make specification revisions as necessary to solve problems.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent is responsible for assuring the proper purchasing of several million dollars worth of commodities each year. Improper specifications or purchasing items in error, e.g., buying a large quantity of an item that cannot be used, can cause large dollar losses. Improper specification analysis or delayed purchases can cause vendor and contractor claims against the state. Many times, decisions on specification changes and other decisions such as claim settlements must be made by the incumbent “on the spot” and independent of management.

PUBLIC AND INTERNAL CONTACTS:

Daily contact with: various Caltrans Programs, Service Center and District Personnel (such as Traffic Operations, Maintenance and Transportation Laboratory personnel) up to and including the Program/District Director level; a variety of vendors and manufacturer’s representatives; DGS’ Procurement Division staff (including buyers, State Purchasing Manager and the Chief, Procurement Division). Occasional contact with representatives of Caltrans’ Audits, Legal Service Center and the Attorney General.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Requires the ability to develop and maintain cooperative working relationships. Must be able to sustain mental activity as needed for problem resolution, report writing, analysis, and reasoning.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting.

May be required to travel or participate in training/outreach activities both in the Districts and HQ Program areas. Travel may occasionally be overnight. Overtime may occur and vacation restrictions may apply during peak processing times of each year.

Keyboard use is approximately 75% of the time.

Specifications Analyst

Duty Statement

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I have read and understand the duties above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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'S NAME (Please Print)

EMPLOYEE'S SIGNATURE DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR'S NAME (Please Print)

SUPERVISOR DATE