

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Governmental Program Analyst Administrator	DISTRICT/DIVISION/OFFICE D22/DBFS/Statewide Facilities	
WORKING TITLE Lease Management and Project Coordinator	POSITION NUMBER 702-023-5393-XXX	EFFECTIVE February 2015

As a valued member of the California Department of Transportation (Caltrans) team, you make it possible for Caltrans to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT: Under the general direction of a Staff Services Manager I (SSM I), the incumbent has statewide responsibilities for lease and facilities project management. This position functions as a member of a project team to perform the following functions:

TYPICAL DUTIES:

<i>Percentage</i>	<i>Job Description</i>
40% (E)	Functions as staff to an SSM I in their role as Project Coordinator for statewide leased facility projects. The incumbent develops project scope, project priorities, project justifications, and project estimates. Provides appropriate course of action for projects related to space planning and effective use of space. Monitors project for compliance with approved schedules.
40% (E)	Coordinates leasing documents for statewide leased facilities; working closely with the SSMI, customers, and the Department of General Service (DGS). Performs project oversight with the DGS Real Estate Services Division, Division of State Architect, Design Services Section, and Direct Construction Unit on assigned projects. Provides lease management including lease renewal, termination, relocation, tenant improvement; rent payment, adjustments and Consumer Price Index – CPI notices.
15% (E)	Makes field inspections as necessary to monitor project progress, quality of workmanship, and to detect and resolve deviations from plans and specifications. Performs modular system furniture inspections for acceptance. Consults with internal programs such as IT for network connectivity needs, and cabling (voice/data).
5% (M)	Assists in the process to prepare Capital Outlay Budget Change Proposals (COBCP) for inclusion into the Capital Outlay budget; develops supporting documentation and justification for the Budget Support Unit; and review and approve preliminary plans, and estimates from the Office of the State Architect, design consultants, and estimators. Assist in the preparation necessary documents to effect transfer of funds for various work projects, i.e., Form 22s, Finance Letters, and contract documents.

SUPERVISION RECEIVED

Receives general direction from an SSM I within the Division of Business, Facilities, and Security.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: principles and modern methods of State and Federal Building Codes including regulations regarding Fire and Life Safety Standards, State Administrative Manual, American Disability Act, public and business administration analysis; principles of accident prevention and safety practices; modern office methods and furniture; forms and equipment. Must have knowledge in project management; contract law and management; construction performance and inspection standards; construction litigation, arbitration and mediation; and cost estimates for construction, building products and services.

Ability to: interpret and apply rules and procedures; interact with contractors; co-workers, and the general public. Provide written and/or verbal instructions to customers. Establish and maintain cooperative working relations with customers/co-workers; reason logically and creatively, and utilize a variety of analytical techniques; develop and evaluate alternatives; analyze data, and present ideas and information effectively, both orally and in writing; interpret and apply building codes and other rules and procedures; interpret building plans and construction drawings; communicate with a wide variety of maintenance and construction personnel; consult with and advise management on issues associated with leased building space.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent independently makes decisions regarding the safe operations, and makes recommendation to management on an effective course of action to resolve the situation; makes recommendations on the proper utilization of both state-owned and leased space. Errors could result in compromising the health and safety of employees working within the facility. Such errors could also result in citations for various code violations causing embarrassment to the Caltrans. Failure to efficiently monitor expenditures may result in budget overruns and increase costs to the Caltrans and State. Failure to provide appropriate advice and consultation to statewide staff on space layouts and safety matters may result in increased hazards to employees and the public.

PUBLIC AND INTERNAL CONTACTS

The incumbent consults with and advises employees at various levels within the Caltrans and DGS, Real Estate Officers/Planners, who oversee policies and procedures in this administrative area.

This position requires travel to the districts to monitor and evaluate Caltrans facilities projects.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

This position requires sitting for prolonged periods and utilizing a computer keyboard and monitor for prolonged periods. This position requires touring buildings and facilities throughout the State and walking or standing for hours at a time. Employee must be able to concentrate in order to meet strict deadlines on time. Emotional requirement includes the ability to develop and maintain cooperative working relationships; respond appropriately to multiple workload requests and conflicting deadlines.

WORK ENVIRONMENT

The duties of this position are performed in a modern office setting, of mixed hard-walled and modular furniture design. This position requires occasional travel to the districts to monitor, evaluate, and assess Caltrans facility

projects. Travel outside of the office is conducted in either a personal or state-owned vehicle, or by airplane when required. The primary workspace is of modular design, containing computer and telecommunications equipment.

I certify that I can perform the duties listed above with/without reasonable accommodation.²

EMPLOYEE

DATE

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

SUPERVISOR

DATE

¹ Refer to Appendix A to determine if a duty is essential or marginal.

² 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.