

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Governmental Program Analyst	DISTRICT/DIVISION/OFFICE Procurement and Contracts	
WORKING TITLE Systems Analyst	POSITION NUMBER 702-032-5393-xxx	EFFECTIVE January 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 the Staff Services Manager I, the incumbent independently performs the more complex and varied analytical tasks to ensure the efficient operation of the Caltrans Warehouse and Property Control. The incumbent will work with a small group of Analysts and Property Controllers to provide support to statewide staff with the Warehouse online ordering and Property Control systems. The incumbent will follow ethical practices and policies and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customer’s expectation. Duties include, but are not limited to the following:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

- 35%(E) Performs complex tasks as a project lead for the implementation team responsible for integrating a new inventory database system for Districts and programs statewide, works with the Division of Information Technology (IT) on the material management system. Implements, coordinates, delivers, and evaluates printed and online commodities training to meet statewide Caltrans training needs for the new system.

- 35%(E) Performs complex tasks as a project lead for the implementation team responsible for integrating a new inventory database system for statewide property control, works with the Division of Information Technology (IT) on the equipment inventory management system. Implements, coordinates, delivers, and evaluates printed and online inventory training to meet statewide Caltrans training needs for the new system.

- 15%(E) Performs product audits of current stock to evaluate usage, quality and specification compliance; works with the Warehouse Advisory Committee to determine the need for specific products to be stocked at the Sacramento Warehouse and works with

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the Purchasing Specification Analysts to ensure all products have current specifications on file.

10%(E) Analyzes work products to evaluate and obtain the appropriate approvals and documentation required. Accomplishes tasks in accordance with all applicable statutes, Caltrans Material Management Manual, State Contracting Manuals, purchasing delegation from Department of General Services (DGS), the State Administrative Manual and established levels of service for DPAC. Ensures all required documents are retained as necessary for required reports and post-audit review. Prepares weekly status reports on work in progress and assists in timely preparation of mandatory cyclical reports and audit reports for external distribution.

5%(M) Back-up other analysts, as needed for special projects related to commodities.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

The incumbent must have the ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; experience in project and/or change management; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work..

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

The incumbent is essential to the implementation of two new inventory systems and failure to carry out the foregoing can result in untimely and costly delays in receiving critical material that could have an effect on the traveling public; as well as, loss of State equipment.

PUBLIC AND INTERNAL CONTACTS:

The incumbent is involved in daily e-mail, telephone and in-person contact with public and Caltrans Employees.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Employee may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT:

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

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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