

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	DBFS/Office of Business Services & Security/Business Serv	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Human Resources, Contract and Budget Coordinator	702-035-5393-XXX	06/19/2015

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 supervision of the Branch Chief, a Staff Services Manager I, the incumbent provides expert advice and consultation to management on all aspects of personnel management and hiring requirements in the Office of Business Services and Security (OBS&S). The incumbent provides budgetary and administrative support to management, including reviewing and monitoring allocations, monthly expenditures, projections and preparing status reports. As the Business Services Branch Contract Manager, the incumbent is responsible for managing and maintaining a complete listing of all contracts for OBS&S and performing the more difficult procurements for the Business Services Branch. The incumbent provides administrative support on various issues and special projects for the OBS&S to ensure the completion of staff work and adherence to policy. The incumbent acts as a liaison to the Division of Information Technology and Staff Central.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	Responsible for managing all contracts within the Business Services Branch. Prepares justifications for procurement approval and ensures funding is available. Collects bids and completes all necessary forms for submittal to the Division of Procurement and Contracts (DPAC). Manages completed procurement contracts and processes invoices, utilizing the AMS Advantage accounting system. Creates/maintains a complete listing of all contracts for the Office of Business Services and Security. Ensures all procurements are in compliance with the State Administrative Manual (SAM) and Departmental policy.
30% E	Responsible for personnel issues in the Office of Business Services and Security. Updates Duty Statements and prepares personnel paperwork. As the Office's Hiring Coordinator, prepares PARF package and prepares position advertisement; reviews incoming applications, prepares screening criteria and sets up the interview process for candidates. Implements the Bargaining Unit 12 Post & Bid process, processes monthly Dock Reports and updates and advertises Student Assistant positions. Processes all paperwork for new hires or exiting employees, i.e. Outlook, Novell, Staff Central and Information Security Office (ISO) requests. Maintains and updates the organizational chart.
30% E	Reviews and monitors monthly expenditure reports reflecting allocations, expenditures and projections for OBS&S, and creates and maintains spreadsheets by Branch evaluating allocations, expenditures and projections for each and recommends corrective action if necessary. Works with management to address budget needs of the OBS&S. Maintains a spreadsheet of contract expenditures for reconciliation to monthly expenditure reports. Assists with the budgetary process by analyzing and preparing needs requests for financial resources for various contracts, including copier maintenance, interpreter services, and support services for the Business Services Branch. Reviews projection spreadsheets, analyzes actual expenditures by unit and assists management with budget-related projects and reports. Evaluates expenditures and projections for accuracy and consistency against encumbrances, prior year expenditures and allocations. Oversees and tracks monthly Cal-Card expenditures for the OBS&S; Acts as the Division's Property Control Coordinator. As a Cal-Card holder, makes necessary purchases.
5% M	As the liaison for Staff Central, requests additions and deletions of end user accounts, along with security access needs. Assists employees with their timesheet profile set-up and submittal process, troubleshoots common problems, documents and reports issues to the Staff Central Administrator; assists employees with telephone set-up, including contacting appropriate personnel for password reset or other telephone related issues. Provides back up to the Training Coordinator.

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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

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a good working knowledge of all laws and regulations related to personnel management, including the State Administrative Manual, Department of Personnel Administration policies and standards, State Personnel Board policies and standards and Department of Transportation policies, procedures and standards. She/he must have knowledge of the state hiring process and bargaining unit contracts. The incumbent must also be aware of contract management procedures and policies and procurement procedures and policies. The incumbent must have a general knowledge of the state budget process and fiscal monitoring procedures.

The incumbent must have the ability to work cooperatively with people both in person and through telephone communication: collect, develop, categorize, and summarize information; write clear and concise correspondence and instructions, technical analyses and must have an aptitude for using automated office equipment and database computer software programs. The incumbent must possess strong analytical skills and exercise sound judgement.

This position is responsible for assisting with complex problem solving for the Business Services Branch. The incumbent must be well versed in all aspects of completed staff work and analytical skills. She/he must be able to write justifications. The incumbent must be able to utilize computer software and monitor various projects simultaneously.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will have significant impact on Administration's ability to carry out its hiring and contracting responsibilities. Good judgment, tact, and the ability to communicate effectively are expected of the incumbent. Hiring and contract management errors could result in improper management decisions at all levels, inaccurate financial reporting, and mismanagement of Branch funds and noncompliance with statutory requirements. Poor judgment in any of these areas would severely constrain Administration's ability to meet program commitments. Errors may have a significant impact on the internal and external operations of the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent has regular day-to-day contact with the divisions of Human Resources, Procurement and Contracts and Accounting, as well as Staff Central and Information Technology liaisons. The incumbent will have day-to-day contact with the Office of Business Services and Security employees on personnel and procurement and contracts issues. The incumbent will have contact with members of the public who are interested in applying for positions within the Office of Business Services and Security. The incumbent interacts with vendors during procurement and contract preparation processes to obtain quotes and bids.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Employee may be required to sit for long periods of time using a keyboard and computer monitor.

Mental: Must have the ability to multi-task, adapt to changes in priorities, focus for long periods of time, and be able to organize and prioritize work assignments. The incumbent must be able to read and understand a variety of accounting, budgetary, and personnel documents. Must have the ability to multi-task, adapt to changes in priorities, and produce completed staff work on short notice.

Emotional: Verbal and written interaction with outside customers as well as people at all levels within the organization is required. It is imperative that the incumbent possess the ability to work with others in a positive and cooperative manner. The incumbent may be subject to, and must have the ability to handle irate employees in a calm manner. Must possess the ability to resolve emotionally charged issues reasonably and professionally. Must deal effectively with pressure while maintaining focus and remaining positive, optimistic, and persistent even under adversity.

WORK ENVIRONMENT

The duties of this position are performed in a climate controlled modern office setting of mixed hard walls and modular furniture design. The primary workplace is in a modular cubicle under artificial light containing computer and

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telecommunications equipment. Due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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
