

03-5-501

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT
PM-0924 (REV 3/2006)

CLASSIFICATION TITLE Associate Governmental Program Analyst	DISTRICT/DIVISION/OFFICE District 3 / Maintenance/Maintenance Support	
WORKING TITLE D-3 MAZEEP Liaison & Air Quality Coordinator	POSITION 903-600-5393-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; 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 direction of the Chief of Maintenance Support, a Staff Services Manger I (SSM I), in a customer service environment, the incumbent will act in a lead role and serve as the District 3 Maintenance Zone Enhance Enforcement Program (MAZEEP) Liaison & Air Quality Coordinator. The primary responsibilities involve the administration of the MAZEEP contract and working with the California Highway Patrol (CHP), Headquarters, Region Offices and Maintenance yards to ensure contract compliance. The incumbent represents the department as the District 3 Air Quality Coordinator and works with 9 Air Quality Control Districts/Boards, State Board of Equalization and Air Resource Board investigates researches and seek resolutions for internal and external air quality permit issues; responsible to research, investigate, recommend policies and procedures changes as the Air Quality Coordinator based on new laws and legislation. Regular and punctual attendance is required. Duties may include, but are not limited to:

TYPICAL DUTIES:

PERCENTAGE Essential (E)/Marginal (M) ¹	JOB DESCRIPTION
30% (E)	Review and analyze Maintenance Supports miscellaneous Budget Reports to ensure proper coding and charging practices. Oversees work involving the Budget Office and/or the Maintenance Budget Analyst on research of problem areas; recommends and makes adjustments as needed. Develops and creates additional expenditure data reports eliminating Pre-Encumbrances and Stormwater dollars for the Chief of Maintenance Support and the facilities contract expenditures for the Maintenance Support Contract Manager. Tracks, manages and transfers funds for Stormwater, Facilities, Equipment Rentals, MAZEEP, Materials, Hazardous Waste, Telecommunications, Travel & Training and Utilities to ensure money is available.

¹ ESSENTIAL 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

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- 20% (E) Analyze invoices to ensure compliance with the contract and State requirements. Independently implements administrative corrective action as required to validate proper invoicing in accordance with the MAZEPP contract for District 3. Acts as a liaison with the California Highway Patrol (CHP), Maintenance Regions, Maintenance yards and Headquarters (HQ's) to resolve contract payment and invoicing issues prior to submission to the Division of Accounting for timely payment.
- 20% (E) Acts in a lead role as the coordinator and Single Point of Contact (SPOC) between 9 Air Quality Control District/Boards, State Board of Equalization, the Air Resource Board, Caltrans Maintenance Region Offices, Maintenance stations/yards and bridges to research, investigate and recommend resolutions for a variety of issues related to Air Quality permits. The SPOC is responsible to ensure all applicable permits and reports are in compliance throughout the District based on the current laws and rules. Researches and reviews new air quality legislation, laws and rules that may impact current district policies. Responsible to develop and recommend policy changes to district procedures and to keep the district apprised of changes to the regulations and requirements of each Air Quality District/Board and to ensure the District is in compliance with Air Quality laws and rules.
- 20% (E) Research, analyze and develop policies and procedures and program alternatives, making recommendations on administrative and program related issues. Conduct and/or review analytical studies and surveys as assigned by the Chief of Maintenance Support. Researches, investigates and recommends solutions on sensitive and/or confidential issues involving Maintenance as requested by the Chief of Maintenance Support.
- 5% (E) Verify appropriate usage and investigate inappropriate usage of the Voyager card, and ensure appropriate usage of Maintenance Support vehicles. Compiles, analyzes, and presents data to vehicle users and Shop 3, Equipment Manager. Investigations of inappropriate usage are highly sensitive and confidential.
- 5% (M) Assists Maintenance management and employees by troubleshooting various issues with Staff Central, District Personnel and Transactions Liaison, Headquarters Personnel, and Regional Administrative Officers. This involves policy analysis, systems development, and personnel analysis while continually providing consultative services to management and employees.
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SUPERVISION EXERCISED OVER OTHERS:

This position does not supervise other employees. The incumbent may act as lead over other administrative staff.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

The incumbent must have knowledge of principles and practices of general business management, modern methods of public and business administration; knowledge of various computer applications and operations of modern office methods, spreadsheets, data entry procedures, data processing language, input and output documents, error entry recognition and procedures, Excel, EFIS/AMS Advantage operations; knowledge of Air Quality rates and practices; knowledge of Contract Manager responsibilities. The incumbent must have the ability to reason logically and develop effective actions and solutions; effectively present answers to State and Air Quality representatives in a sensitive and diplomatic manner; ability to analyze MAZEPP and Air Quality invoices of accuracy, proper rates, proper charges, etc; ability to resolve conflicts and issues relating to MAZEPP, Air Quality Control Boards/District, improper vehicle usage, and Maintenance budgetary issues.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors may result in monetary loss to the State, substantial misunderstanding between the State and other agencies involved, breakdown in communications and loss of confidence and credibility with other agencies involved and with those with whom the coordinator works. Performs responsible and complex administrative work for the Maintenance Division, works independently and is not checked or closely supervised by others. Incumbent is responsible for carrying out all aspects of duties in a professional manner in accordance with existing policy, rules regulations, and guidelines.

PUBLIC AND INTERNAL CONTACTS:

Works independently and deals directly with representatives from CHP, Air Quality Control Boards, Air Resource Board, State Board of Equalization, Headquarters, Region Offices, Maintenance Yards and various Caltrans staff.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

This position requires interaction with many people. It is important that the incumbent work with others in a cooperative manner; deal effectively with pressure; maintain focus and intensity yet remain optimistic and persistent, even under adversity. The incumbent must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. The

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incumbent must have good concentration in order to review, develop documents and meet strict deadlines. Incumbent must have the ability to work on a keyboard; manual dexterity; develop and maintain cooperative relationships; ability to focus for long periods of time. Must be able to sit and/or stand for long duration and perform tasks utilizing a personal computer.

WORK ENVIRONMENT:

The incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Normal working hours will be set between 6:00 a.m. and 6:00 p.m. Overtime may be required and vacations may be restricted during peak times and fiscal year-end closing. The incumbent may be required to travel in State.

I have read, and understand the duties listed above. If you believe you may require accommodation, please discuss this with your hiring supervisor.

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE

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