

CALIFORNIA DEPARTMENT OF TRANSPORTATION

DUTY STATEMENT

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| CLASSIFICATION TITLE ASSOCIATE GOVERNMENT PROGRAM ANALYST | DISTRICT/DIVISION/OFFICE 04 / Right of Way Surveys / Project Management | |
| WORKING TITLE | POSITION NUMBER 904 403 -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 regularly and on time; 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:

The Office Administrator receives general supervision from the District Office Chief, Supervising Transportation Surveyor, and under the direction of a Senior Transportation Surveyor (Supervisor). There will be considerable latitude for independent actions within State and departmental policy guidelines.

Under the general supervision of the District Office Chief, Supervising Transportation Surveyor, and under the direction of a Senior Transportation Surveyor (Supervisor), the Office Administrator is responsible for planning, organizing, directing, coordinating, and evaluating the support service of the Office of Right of Way Engineering, Surveys, and Mapping Services, which includes the district office, and survey field offices. Duties of the position include, but are not limited to:

TYPICAL DUTIES:

Percentage
Essential (E)
Marginal (M)

Job Description

- 25% (E) **Budgets:** Monitors the Office’s annual operating expense budget and administers the Office’s contracting- out resources. Prepares purchase requests, contract documents and corresponding reports for Management. Responsible for ordering, distributing and maintaining a complete inventory of office supplies for the District Survey office as well as maintaining a inventory database. Right of Way/Engineering & Surveys operating expenses, facilities allocation and training expenses are reported monthly to Management to maintain an accurate account of Capital Outlay funds. Work on special projects that provide management with funding and program accountability outcomes.

- 25% (E) **Personnel:** Processing of Personnel Action Request Forms, maintenance of organization charts, and personnel database. Assists in the preparation of the Annual Right of Way Engineering, Surveys and Mapping Services Staffing Plan. Advises and assists branch chiefs and field supervisors with personnel process, requests, justifications, coordinating of the hiring process with Personnel and EEO/Business management; and the maintenance of state personnel assignment records. Maintain a monthly Overtime report for both office and field branches

- 25% (E) **Training:** As the Training Coordinator, responsible for facilitating the training class (i.e. TV/VCR, Laptop computer, In-focus computer, overhead projector, etc.); coordinate and arrange training session dates and locations; coordinate with Training instructors; and conveying verbal and written notifications to Seniors regarding various training opportunities for District office and survey field. Develop and maintains the Office Training plan, and advises Management if training needs are met. Create and maintain the Office Training database for office and field employees.

- 15% (E) **Fund Custodian:** Responsibility of petty cash fund and DPO checks; monitors purchase requests, prepares and maintains audit reports to ensure petty cash fund is expended properly. Validate and assess the accuracy of local request statements, analyze documented records and review invoices for compliance.
- 10% (E) **Copier Coordinator:** This position is also responsible for keeping usage logs on three copiers and contacting the repair people when the copiers need repair. This position also is responsible for keeping a log on copier usage for the branch offices and field locations.
- 10% (E) **Facilities:** Facility management, coordinates movers/office clean up and removal of old furniture. Field office issues, security, water and janitorial. Relocate telephone lines, reset passwords and maintain telephone database for Survey office.
- 5% (M) **Project Log:** For all project related documents such as: PS&E, PS&R, Draft Project reports and other project related materials (K phrase through Phrase 2) are logged in Surveys Access data base for tracking purposes.

SUPERVISION EXERCISED OVER OTHERS

N/A

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of:

Principles of public administration, organization and management; analytical techniques, effective oral and written communication techniques, District and Departmental policy, and a relatively high level of computer usage, applications and administration of information systems is necessary. Knowledge of general accounting principles and budgeting would be helpful.

Ability to:

Analyze data and situations, identify and solve problems, reason logically and draw valid conclusions; develop effective solutions; establish and maintain effective working relationships with others; communicate effectively orally and in writing. Incumbent must understand technical aspects of microcomputer usage in order to effectively draft and implement policy on a broad basis concerning its use in the office.

Analytical Requirements:

The Office of Administrator must have good analytical skills:

1. to evaluate personnel policies, procedures, actions;
2. to evaluate policies and its impact on administrative processes and objectives;
3. to evaluate adequacy of computer equipment, software applications and information systems;
4. to evaluate budgetary information and make recommendations to management regarding staffing and equipment.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The administrator recommends the procedures for personnel actions. Failure to follow established personnel procedures may impair the ability of the Office of R/W Engineering, Surveys, and Mapping Services to adequately staff their projects.

The administrator recommends procedures to obtain Consultant Contracts, determine contract compliance, and judge the adequacy of remaining contract funds. Failure to obtain and maintain consultant contracts may impair the ability of the Office of R/W Engineering, Surveys, and Mapping Services to adequately staff their projects.

The administrator recommends and/or determines the actions necessary to provide the Office with adequate equipment, supplies, and services. Failure to do so may impair the ability of personnel to perform their required duties.

PUBLIC AND INTERNAL CONTACTS

The Office Administrator interacts closely with Resource Management and Administrative personnel. This interaction can occur at all levels from District Division Chief to office clerks. The Office Administrator has direct contact with headquarters functional units. The incumbent also has occasional contact from the public in responding to complaints from land surveying activities and vendors of supplies.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to develop and maintain cooperative working relationships.

WORK ENVIRONMENT

While at their base operation, employee 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.

I have read and understand the duties listed 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

Date

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

Supervisor

Date