

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	District 5 Maintenance Support	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
AGPA	905-600-5393-xxx	

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 supervision of the Staff Services Manager I, the incumbent will serve as the Purchasing Coordinator and as the District 5 Maintenance Budget/Personnel Support Analyst. Acts as coordinator and liaison between the Maintenance Region Office staff and the District, as well as between the District and Headquarters Maintenance and Administrative functions. Assures that the Division neither overruns budget or authorized positions, nor leaves resources under utilized. Responsible for preparing and writing of Cal Card Purchase Orders (CPOs) and Requisition (RQS) purchase requests for the district. Expenditures to be monitored and recorded will be a variety of operational expenditures for maintenance activities such as asphalt, cement, hand tools, chemicals, and trash removal. Incumbent will monitor and track all expenditures using Electronic Financial Information System (EFIS) and the Operating Expenditure Tracking (OET) program. Incumbent will analyze EFIS reports and monitor expenditures and budget of the Region. Incumbent is responsible for allocating, tracking, and providing Maintenance Budget Proposals and expenditure reports to SSM I and executive staff.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹ 50% E	Manages the Maintenance Budget. Manages and monitors the Operating Expense (OE) Allocation and expenditures for the Division and develops and implements measures to reduce cost and improve efficiency. Recommends cost-saving efforts within the Division. Independently analyzes and compares previous FY allocations and expenditures to note trends and patterns, uses this information to plan future fiscal year OE budget, and equipment and supplies requirements for the Division. Manages and handles all aspects of procurement, purchasing and accounting for the Division and provides regular updates and reports to the Office Chief. Confers with Division Chief and other managers to determine the spread of the resources between the functions. Prepares and distributes budget reports monthly to Maintenance managers and, as needed to District and Headquarter staff.
20%	Manages delegated maintenance contracts. Prepares requisition requests (RQS's) and credit card purchase (CPO) documents. Requests bids after receiving requestor's instructions; receives bid proposals, prepare purchase documents for approval of commodities and equipment. Enters and tracks all purchase documents in the Electronic Financial Information System (EFIS). Accomplishes procurement tasks in accordance with all applicable statutes, special purchasing delegation from Department of General Services (DGS), the State Administrative Manual and establishes levels of service for purchasing. Secures internal approvals, prepares transmittal, and monitors process through department and control agencies as appropriate to final approval and execution and under the Contract Delegation Purchase Orders. Processes credit cards orders for material and supplies, Uses the DGS statewide purchasing information Network (PIN), to obtain vendor information including small business status and process purchase estimates. Secures approval signatures for encumbrances as appropriate and for services and commodities.
15%	Prepares PARF packages and Hiring Exemption Requests. Obtains all necessary approvals from District Budgets Office, District Executive Management and Headquarters, tracks the approval process and provides regular updates to the SSM I, Maintenance Managers, as well as the hiring supervisor. Prepares and routinely updates the Division Org Chart and Attrition Report. Analyzes and compares fiscal year personnel hiring and attrition to monitor trends and uses this information to plan future fiscal year personnel and training needs for the Division. Manages the Division Staffing Plan, Division Person Year (PY) Allocation, Persons on Board (POB) and vacancies and provides reports on a regular basis to the district staff. Confers with maintenance management

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		staff to determine appropriate civil service classifications for approved vacancies. Assists them with the advertising, recruiting, hiring and the approval process. Acts as liaison with control function in the position approval process. Ensures that the Division is in compliance with all civil service and Caltrans policies regarding personnel.
10%	E	Provide administrative support to Special Crews (660) including personnel issues, shift changes, benefits enrollment, new employee orientation. Performs analysis to evaluate the appropriate approvals and documentation required.
5%	E	Consult on special projects including: Zero Based Budget and the Storm Water Program. Coordinate and consult on Storm Water purchasing and proper coding. Provide Storm Water expenditure reports to District Storm Water Coordinator. Prepare contracts for Storm Water Coordinator. Subject Matter Expert; draft and execute spending Memorandums on behalf of the Maintenance Resource Manager and Storm Water Coordinator to ensure compliance with Storm Water spending practices. Provide support and training to staff as needed.

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

Does not directly supervise others. Provides guidance to Maintenance Supervisors and Managers as necessary to insure that hiring and budget standards are being met and guidelines are followed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be able to read and properly interpret legal documents, policies, training manuals, and budgetary reports. Must have ability to write clearly and understandable for an audience varying in education from eighth grade to post graduate college level. Must have report and memo writing skills. Must demonstrate the ability to speak effectively to individuals and groups. Must demonstrate the ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals, Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs. Must have the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Must demonstrate strong interpersonal and negotiation skills to work with District, Headquarters, managers and line employees in resolving sensitive personnel and budgetary problems. Must be skilled in various computer applications and have learning ability to add new applications as they become available. Must be able to deal effectively with multiple priorities and maintain focus on details.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is critical to the efficient operation of the District Division of Maintenance and Operations. Errors in judgment or performance could lead to severe budgetary or personnel problems, including insufficient resources to complete workload, illegal hires, and embarrassment to the District and Department.

PUBLIC AND INTERNAL CONTACTS

Frequent contact is made with the public, State agencies, business professionals and individuals regarding our hiring practices and some small contracts that Maintenance has in place. Internal contacts are made daily with Maintenance personnel, other departments in the district and Headquarters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent should have the ability to work on a keyboard; answer the phone frequently; manual dexterity; sitting for extended periods of time; develop and maintain cooperative relationships; ability to focus for long periods of time. Incumbent may be required to wear safety equipment, such as earplugs, hard hats, etc. Requires occasional bending, stooping and kneeling. Respond appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge the various responses.

WORK ENVIRONMENT

Incumbent will work in a climate-controlled office under artificial light. Base of operation however, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent may be required to

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work in emergencies caused by accidents, storms and other hazardous conditions, and catastrophic events. Incumbent may be assigned additional tasks. (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