

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION D-7 / Admin- Business Management/Facilities Operations	
WORKING TITLE Facilities Operations Coordinator	POSITION NUMBER 907-035-5393-004	EFFECTIVE DATE

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 Facility Operations Manager (SSMI), the Associate Governmental Program Analyst (AGPA) has the responsibility to perform in that capacity a wide variety of technical and complex budget analysis for the development and administration of the Office of Facility Operations. The incumbent will analyze and monitor Special Project budgets for the Department and acts as Contract Manager for all maintenance contracts initiated by the office of Facility Operations and ensures that all work completed under these contracts is done so in accordance to Caltrans specifications. The incumbent may also occasionally receive direction from the Office Chief of Business Management and the Deputy District Director of Administration.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Advise Facility Operations Manager on the preparation of the Facilities Operational Budget. Recommends budget adjustments to Management when policy, operation or program changes in budgetary requirements occur. Act as a liaison between District 7 Facility Operations and the Division of Business, Facilities and Security in developing the annual Facility Operations Budget. Responsible for notifying management and the Division of Business, Facilities and Security of any emergency or unanticipated repairs in order to secure funding. Researches, analyzes and monitors accuracy of information and cost data. Works independently to identify analyze and evaluate situations or problems to determine and implement appropriate course of action. Responsible for establishing and assessing Service Contracts for Facility Operations. Produce monthly reports to monitor the funds associated with each contract to ensure that contracts remain in good standing. Responsible for developing and monitoring Special Projects associated with Facility Operations. Responsible for collecting and tracking the Photo voltaic meter readings for the District 7 Office in a data base in order to submit information for the annual Energy Benchmarking Report. Serves as the liaison on behalf of the Department to interact with managerial staff and fund monitors to provide program specific information, answer questions, and address issues/problems raised. Work independently as a technical expert and make clear recommendations while setting priorities and deadlines.
30% E	Resource Coordinator to the entire District 7 Office staff and building tenants. Prepares agreement documents; identifies all signatory personnel and obtains required signatures for major events as needed. Prepares, conducts, and monitors customer service surveys to determine the level of satisfaction of products and services provided. Responsible for analyzing conference resource needs and facilitates the management of schedules and resources as appropriate in the coordination of meetings and events in District 7. Establishes the planning process to determine a location for service needs and provides guidance to the various divisions in the planning of upcoming events necessitating the need for a conference meeting room. Responsible for setting up conference rooms for all official Caltrans meetings that are held in various conference rooms through out the District Office building. Conducts pre and post evaluations of conference rooms appropriately, including upkeep and condition and use of the room. Reviews and make recommendations on all agreements, including terms and conditions for use to ensure they meet established and regulatory guidelines. Has direct responsibility for planning, directing and monitoring all aspects of scheduling needs by establishing, managing and controlling a web-site that allows employees to view the size and shape of the requested room. Maintains cooperative working relationships with all district staff by collectively working on requested amenities to ensure that the meeting room is arranged to exact specifications that maximize the effectiveness of the

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

room for the particular meeting scheduled. Prepares monthly reports based on the compilation of data pertaining to usage of the conference rooms and coordinates and maintains the information in an organized data base program that enables retention of the data. Provides oversight and be responsible for the maintenance and upkeep of all equipment, including all audiovisual equipment, projectors, etc. Works in conjunction with HQ Accounting, contracting, procurement, and district budgeting staff for necessary resources to ensure the upkeep of all equipment installed in the various conference rooms. Responsible for providing building tours to various parties, including legislative and foreign dignitaries; facilitating on-site community events with state and local agencies.

25% E Responsible for creating, analyzing, monitoring, and maintaining an electronic financial database comprised of DGS monthly invoices that are submitted to Facility Operations. Use the data from these invoices to create and maintain a database that will track DGS expenditures to verify that they correspond to the operation and maintenance of the District 7 Office Building. This information will be used to generate monthly comprehensive reports and reconcile and investigate any discrepancies that may arise. This information will also be utilized to respond to any audit inquiries.

5% M Other duties:
May be assigned special projects related to the Facilities Operations Unit as well as serve as a backup for other unit positions and act as lead for the Facilities Operations Manager as required.

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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The position has no supervisory responsibilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Must have knowledge of U5 Service Agreement development process.
- Must be able to write and develop service contracts; equipment procurement; non-expendable equipment specifications and requests.
- Must have the ability to research and contact specialized vendors; write and obtain bids and estimates for materials and services. Must be able to write feasibility studies and detailed technical project justifications.
- Analytical skills and technical expertise in budgeting and have the capability of resolving budgetary problems with District and Headquarters Staff.
- Must have knowledge of the principles, trends and modern methods of public and business administration; organization and functions of the Department of Transportation; preventions and safety practices; departmental and district goals, and policies and directives.
- The incumbent must have the ability to make sound decisions and recommendations in regards to conference/meeting practices principles as used in State Government.
- Must be flexible and gain and maintain the confidence and cooperation of those contacted during the scheduling of conference room resources; and effectively utilize all available resources.
- Must have the ability to pay attention and effectively manage a significant amount of detail. The ability to plan, organize, multi-task and establish work priority's to meet critical deadlines.
- Must have the ability to recognize potential problems and initiate and make viable recommendations for resolution and corrective measures.
- Must have the knowledge and ability to process audiovisual equipment, projectors, microphones, and infocus machines.
- Must have ability to process computer applications such as Microsoft Word, Excel, Access, etc.
- The incumbent must have the ability to work effectively, independently with a high level of investigative and analytical skills to conduct research, develop and implement a prioritized task log by utilizing a variety of computer software programs.
- Possess good interpersonal skills to work cooperatively and deal tactfully with staff at all levels; must possess good communication skills both orally and in writing.

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PM-0924 (REV 7/2014)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

All District work and funding commitments are directly dependent on the accuracy and timeliness of data input, analysis and monitoring of available conference rooms to ensure proper and effective scheduling of rooms. An effective method of monitoring and tracking the usage of such rooms must also be in place. Failure to do so could result in project delays and have a major impact on the District's ability to manage its resources and meet program commitments. Inappropriate documentation can also result in noncompliance with the State Administrative Manual and other Departmental policies, directives, and procedures.

PUBLIC AND INTERNAL CONTACTS

Incumbent will have frequent contact with Department and District Executive Staff, office Chiefs, Project Managers, Elected Officials' Representatives, Community Representatives, and the overall public community at large.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to develop and maintain cooperative working relationships. Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles. Adjust rapidly to new situations warranting attention and resolution. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must be able to concentrate in order to review and create documents and meet strict deadlines. The incumbent may be required to move office equipment weighing up to 35 pounds from one location to another. Will be required to bend, stoop and crouch while handling office furniture in conference rooms. Incumbents must be able to physically transport audio/visual equipment and materials to various locations. The Incumbent may also be required to sit for long periods of time while 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 light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Overtime may be required and vacations may be restricted, during peak times and fiscal yearend closing.

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