STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	D7 CONSTRUCTION - ADMIN UNIT	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Personnel and Procurement Analyst	907-501-5393-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 direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst is responsible for the Division's personnel and procurement processes. Acting as a Lead worker, the incumbent provides functional guidance to other analysts in the Division, overseeing complex contract analysis of resources and administering various support services for project delivery. The incumbent provides consultative services and performs various administrative assignments for management. Additionally and more specifically, the incumbent:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Coordinates with supervisors/hiring managers, Budgets, Dept of Human Resources (HR), and other parties involved in the staffing process. Communicates and consults with supervisors on staffing inquiries, allocation, and resources. Serves as administrative liaison to other internal and external functional units, including HR and Personnel Specialist for all district and field personnel requests and personnel inquiries. Independently gathers, researches, evaluates and distributes all positions within the Construction Division. Advises Management when staff mis-allocations have been identified and recommends resolution to ensure the Division remains in compliance with HR Staff Supervisory Guidelines. Consults with HR when allocation issues arise in order to find a resolution. Works closely with Budgets and the Position Control Analyst to monitor the established/authorized positions; keeps track of each position established in the Division and the employees assigned to that position; requests Position Action Request Form (PARF) numbers from Budgets; obtains approval from Personnel Operations; assigns or updates cost center numbers for employee's changes. Facilitates the Division's personnel processes for new hires, transfers, reassignments, reclassifications, Out of Class assignments, and other staffing changes/practices. Prepares PARF packages, which include, but are not limited to: developing and maintaining duty statements and organizational charts; drafting advertisements and hiring justifications; processing and submitting all required forms and supporting documentations for the hiring process; finalize and maintain PARF/ARF log. Conducts initial review of applications and assists in the arrangement of hiring interviews for staff selection to be hired by the Division. Facilitates with the District HR Liaison to initiate the on-board process of new Construction employees. Works closely with the Fund Monitor in analyzing resource allocations and expenditures. Prepares staffing reports and updates Person On Board (POB) database and compares/reconciles data with Position Tracking Automated System (PTAS). Evaluates and analyzes past, present and future expenditures and encumbrances. Summarize data and advise management of charging practices, which negatively effect resources and develop/implement corrective action. Analyze and reconcile position allocations with expenditures. Respond and consult with supervisors on staffing allocation, to requested resources. Perform analysis of position changes, which impact allocation and effect change to maintain organizational integrity. Analyzes administrative processes, identify issues of non-compliance, develop corrective actions,

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		and resolve matters between Personnel administration and staff. Maintains, updates, and protects the confidentiality of Construction personnel records. Addresses Personnel issues of above-average complexity, including data retrieval from various internal and external Department data base systems and makes recommendations as needed; reviews and analyzes computer generated reports/spreadsheet; prepares management reports; administers staffing and position management programs.
35%	E	Acts as a Procurement Coordinator. Reviews and coordinates all office related equipment purchases made by various field offices in the Construction Division. Must be familiar with statewide policies and regulations relating to acquisition of goods and services in accordance with the Department of Procurement and Contracts (DPAC) and the Department of General Services purchasing guidelines. Independently interpret technical materials pertaining to Departmental operations (such as State Contracting Manual, coding manuals, policies and procedures, etc) and apply this information on written technical reports. Identify and provide creative solutions to address individual and division-wide training issues relating to Enterprise Resource Planning Infra-Structure (E-FIS Advantage). Provide training services to field office staff, assigned E-FIS- related duties that will continuously enhance their skills and abilities in the most cost-effective and efficient methods. Analyze and evaluate the effectiveness of work procedures and make recommendations to management for work flow improvement and efficiency. Analyze and evaluate services needed to run and maintain various Construction field offices, most of them are located in remote areas near the projects. Act as lead and provide recommendation to field support office staff in establishing and maintaining lease/rental contracts and payment process. Independently develop and edit instructional materials to clarify and advise on procedures in processing services contracts, purchase requests, receiving records and invoices for field office staff by using multifaceted electronically financial system (E-FIS Advantage). Independently make decisions and determine cost-effective methods in soliciting quotes for various services and procurement needs. Collaboratively work and consult with Accounting Division, Procurement and Contract Division, and vendors to resolve any payment issues.
10%	E	Acts as a Lead and provides recommendations in the areas of personnel transactions, public information, reception, dispatching, mail and other services; Leads the Construction Division's Administrative Support unit in assigning tasks, providing trainings/guidance to new and existing staff. Works with the Staff Services Manager I in the rotation coordination of all newly hired Transportation Engineers - Civil and in the placement of all consultant staff. Tracks, logs, and compiles all rotation and consultant related documents. Composes and edits various correspondences such as letters, memos, reports, charts, spreadsheets, and graphs in rough draft and final format.
10%	M	Coordinates between Construction staff and Facilities on all building security related issues, including photo ID badges and building access cards. Ensures that all complaints are forwarded to Facilities staff/manager and resolved in a timely manner. In the absence of other Administration Coordinators, may act as Alternate Pay Officer, Personnel Liaison,Telephone Coordinator, and Vehicle Coordinator. Attends meetings with all levels of personnel from various branches in the District in the absence of the supervisor. Performs other duties as assigned by the SSM I.
5%	M	Provide Management with factual information as requested to resolve employee work related problems and issues; this may include researching and providing written documents from the Memorandum of Understanding; supporting documentation from Human Resources; Policy and Procedure, rules and regulations. Compiles paperwork for annual state requirements, such as Conflict of Interest and United Way campaign. Compiles and forwards all duty statements, letters of expectations, IDPs, etc. from Construction staff to HQ. Compiles all accident reports, reviews for completeness, and forwards them to the Safety Unit.

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[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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Associate Governmental Program Analyst is not assigned supervisor duties, but works independently, and may act as the lead person for the construction administration support unit. The incumbent may also acts as a Supervisor in the absence of the Staff Services Manager I.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have thorough knowledge of Departmental Personnel Policies and Procedures and also the Department's Administrative and Budgetary Processes.

The incumbent must have an in-depth knowledge of Department procurement and contract development process, fund encumbrance procedures, budget allocations and Department accounting procedures, manage contract payments, resolve issues, work independently, using good judgment and maintaining close attention to detail.

The Associate Governmental Program Analyst must have the ability to give clear concise work instructions as a lead person to improve and maintain the daily office operations. The incumbent must possess strong interpersonal skills to work cooperatively with and deal tactfully with staff at all levels and communicate effectively, both orally and in writing.

The incumbent must also have the ability to reason logically and creatively and utilize a variety of analytical techniques to resolve problems. The Associate Governmental Program Analyst must have analytical skills to work independently or as a team, make clear recommendations, set priorities and meet deadlines.

The Associate Governmental Program Analyst must have analytical skills to be able to differentiate between the different types of positions and their respective classifications in order to prepare duty statements; and to analyze the work flow in order to update work norms with recommended improvements in office procedures.

The incumbent must have knowledge of personal computers, Microsoft Office, SharePoint, and other applications. Knowledge and ability of data inputting/retrieval into a mainframe computer is also required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Associate Governmental Program Analyst is responsible for the hiring practices for the Division of Construction. Lack of knowledge of current personnel policy and procedures resulting in illegal hire or delayed hire may adversely affect in the delivery of major projects. Lack of quality in work assignments would mean a heavier workload for the Manager or the Chief.

PUBLIC AND INTERNAL CONTACTS

The Associate Governmental Program Analyst will have frequent contacts with personnel from within the Construction Division (district and field offices), other Divisions, other Districts, HQ, other agencies and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is required to sustain mental activity needed for detail analysis and problem solving consultation. The employee is also required to have the ability to develop and maintain cooperative working relationships; to respond appropriately to difficult situations; to be able to recognize and deal with emotionally charged issues or problems; and to be able to adapt to organizational and functional changes. The employee may be required to sit for long periods of time using a keyboard and may also be required to move & carry brochure/binder type materials.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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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