

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION Construction – Admin Unit	
WORKING TITLE Procurement and Contract Analyst	POSITION NUMBER 907-502-5393	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 supervision of the Staff Services Manager I, the incumbent acts independently on analytical tasks and complex assignments in support of Construction Admin and field office functions and needs. 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 incumbent's duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	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 workflow 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. Lead and support field 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 and provide high quality customer service.
20%	E	The incumbent acts as 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. Ensures that acquisitions are in compliance with State and Federal statutory requirements and within Purchasing Authority Delegation by DGS. Must have thorough knowledge of existing statewide and federal contracts – CMAS, WSCA, Master Service Agreement, GSA, PIA to implement legal purchases and other related information to implement legal purchases. Oversees payment process of invoices in a timely manner to comply with Prompt Payment Act and bring billing problems/issues to a quick resolve. Maintains an up-to-date file of sources for vendors, pricing, parts, supplies, and services for essential items required by Construction Field Offices. Solicits bids/quotes and negotiates with vendors on price, delivery, and quality. Trains field office personnel in creating electronic procurement documents in AMS Advantage.
15%	E	The incumbent acts as service contract coordinator: analyzes, coordinates, and assists in setting up field office needs for service contracts – janitorial, security monitoring, trash pick-up, bottled water, pest control, holding tank maintenance, etc. Trains and assists field office personnel in creating service contracts documents for service contracts less than \$5,000 (U5 Service

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		Agreement) through AMS Advantage. Responsible for creating service maintenance agreements for Construction District office and field office copiers. Monitors and analyzes printing and copying consumption to determine the appropriate service maintenance plan for the district office and field office printers/copiers. Monitors and maintains record of monthly readings and brings to the attention of Senior Engineer any unusual monthly consumption to prevent billing discrepancies. Solicits bids/quotes for services from vendors and insures that awarding of contract is fair and equitable according to state guidelines.
15%	E	Incumbent acts as the link to the District CAL-Card Liaison as well as Headquarters' contact person for issues related to CAL-Card. Oversees and coordinates with all Construction Division cardholders that departmental deadlines for completion of clearing transactions are met and that Statement of Account (SOA) are submitted in a timely manner. Must have knowledge about State and Department purchasing policies, procedures, and guidelines relating to the use of CAL-Card. In-charge of the Cal-card Program, monitoring and insuring the proper use of the card, reporting any misuse or fraudulent usage of any cardholders, resolve issues to all disputed charges. This duty includes detailed review of all account charges for all credit card accounts assigned to various Construction Seniors and construction field personnel.
15%	M	Develop quarterly IT Acquisition Plan (ITAP) for IT-related needs for equipment and related items for Construction District and Field Offices making sure that justification for requisitions are in compliance with criteria and procedures for information technology purchases prescribed in State Acquisitions Manual. Apply E-FIS Advantage's assortment of functionality in various page codes and documentations to monitor and examine proper workflow and program/ project / cost coding charges and availability of funding allocations by category, program, and fiscal year to ensure compliance with Department's budget plan, accounting and program regulations & rules. Independently responsible for creating forms and spreadsheets of expenditure databases; conducts research, collects and analyzes data; analyzes and evaluates problems or issues related to the progress and completion of the procurement process to determine impact, assess alternatives for resolution, and formulate action plans. Coordinates the distribution of various construction related equipment and supplies.
5%	M	In the absence of various coordinators, the employee may act as the alternate Pay Officer, Personnel Liaison, Fund Monitor, Training Coordinator, Cell Phone and Vehicle Coordinator. Attends meetings with all levels of personnel from various branches in the District in the absence of the supervisor. Assist in telephone coverage in Construction administration department. Other Duties as assigned by the Staff Services Manager I.

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

This position does not supervise other employees but may acts as a lead worker.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Incumbent must have the ability to:

(1) perform research utilizing a variety of information sources and involving administrative policy issues; (2) gather, compile and analyze data; (3) effectively identify problems and formulate solutions; (4) establish and maintain extensive cooperative working relationships throughout the District and with Headquarters personnel at all levels.; (5) have strong knowledge and/or the ability to learn Caltrans E-FIS Advantage financial data base and reporting tools; (6) utilize computer technology to perform work duties mostly and has ability to make sound decisions on complex transactions. Position requires poise, tact, and a thorough knowledge of contracts, laws, and regulations as well as effective negotiation skills

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Violations of purchasing regulations could result in the loss of purchasing delegation and credit card suspension.

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PUBLIC AND INTERNAL CONTACTS

The Associate Governmental Program Analyst will have frequent contacts with various levels of staff within the Construction Division, Headquarters and representatives from various vendors.

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. Employees may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent may also be required to move and carry brochure type materials, binders full of papers and equipment in boxes that are up to 25 pounds.

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.

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.)

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