

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Administration Facilities Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Facilities Operations Officer	908-031-5393	

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 direction of the Facilities Manager, Staff Services Manager I, the Associate Governmental Program Analyst will serve as a Facilities Operations Officer. The incumbent independently organizes, administers and monitors the emergency evacuation program. Administers the Cal-Card Program for the Facilities Office. Acts as Contract Manager for emergency repairs and service contracts for the District Office. Duties include but not limited to the following:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
30% E	Independently writes, monitors, and manages all the Facilities related service contracts and serves as a Contract Manager. Independently reports and tracks Facilities budget for building operations. Administers the Cal-Card Program for the Facilities Office. Ensures all documentation is correct and submitted to the Accounting Service Center. Analyzes Cal-Card Program guidelines to ensure proper usage and monetary values are not exceeded. Solicits vendor bids and arranges for purchase of repair items needed in the daily operations of the District Office.
25% E	The Associate Governmental Program Analyst will independently analyze, plan, prepare and implement the operational emergency response and evacuation plan for a natural disaster or any other emergency for all District office employees. Plans, organizes and coordinates the quarterly employee evacuation drills. Analyzes additional plans and emergency situation periodically implementing logical and practical revisions to the Emergency Plan on-line and written. Updates and post CPR and First Aid lists on all emergency bulletin boards throughout the building. Assembles and corresponds with emergency teams monthly. Schedules and plans CPR and First Aid classes for emergency teams and employees.
25% E	Acts as Contract Manager for Facilities related service contract by researching requirements, drafting service contract language for review of Facilities Manager. Process Service Contracts, Cal-Card, and non-credit card invoices and reconciles them against approved expenditures. Facilitates arrangement of meetings with vendors and various technicians that provide services to the district using the Purchase Order Request(RQS)process in the Advantage database from Enterprise Resource Planning Financial Infra-structure(E-FIS).
15% E	Acts as Tenant Coordinator, responsible for thirteen state agencies leasing space at the Rosa Parks Memorial Building. Duties include scheduling and administering quarterly tenant meetings to better service and handle any problems and concerns tenant may have. Interacts with State and local law enforcement agencies on matters relating to security and parking violations.
5% E	Manages tracks and ensures District Automotive Program. Administers the Fuel Validation/ Voyager Card Program, ensures all documentation is collected and reviewed from District Programs for monthly submittal to HQ Equipment Shop.

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

None

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of principles and practices of general business management, budget procedures, purchasing and building management. Must be able to independently interpret and analyze policies and contracts, develop and implement new and revised procedures, maintain accurate records, and take action independently. Ability to write service contracts; ability to accurately manage a budget, must also have the ability to work closely and effectively with others and be able to communicate effectively, both orally and in writing; consult and advise all levels of management on a wide variety of subject matter effectively and diplomatically; ability to read and interpret charts and graphs; ability to analyze and respond to emergency situations effectively and calmly; must have sound working knowledge of computers and spreadsheets software; ability to recognize automotive malfunctions and make appropriate referrals.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Mismanagement of Facilities Budget could affect the operations of the District Office. Failure to comply with Cal-Card rules and guidelines could result in nullification of credit cards used to purchase supplies and service to maintain the District Office. Mismanagement of Automotive Program could result in sanctions against the District by the Department of General Services, placing the District's purchasing delegation in jeopardy.

PUBLIC AND INTERNAL CONTACTS

This position independently makes contacts with all levels of staff, other districts and agencies in the building to include private vendors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee may be required to sit long periods of time using a keyboard and video display terminal. Possess the ability to move up to 35 lbs. The employee must have the ability needed for report writing, auditing, problem solving, analysis and reasoning. Possess the ability to focus on single tasks, as well as multi-task when necessary. Must be composed and articulate in meetings and in telephone conversations. Must be able to respond to changing work priorities.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under the artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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