

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

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| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
| Associate Governmental Program Analyst | District 8 - Construction - Southern Regional Laboratory | |
| WORKING TITLE | POSITION NUMBER | EFFECTIVE DATE |
| SRL Contract Analyst | 908-500-5393-XXX | |

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 direction of the Division's Administrative Manager, a Staff Services Manager I, and under the general supervision of the Chief, Southern Regional Laboratory (SRL), a Supervising Transportation Engineer, the Associate Governmental Program Analyst serves as the SRL Contract Analyst and independently performs varied analytical duties for the SRL, Independent Assurance (IA), and lab field facilities including but not limited to the following:

- 40% E Independently prepares contracts for procurement of services, including development of scope of work, obtaining bids, verification of certification requirements, reviewing invoices, and processing payments.
Manages the calibration schedule database for 1,000+ pieces of lab equipment. Prepares calibration contracts for calibration services for all SRL/IA and field lab equipment. Writes detailed technical scopes of work.
Develops and implements annual lab-related budget and expense reports. Provides projections for future expenditures and advises lab management of resource needs. Analyzes data and information to create reports for management and Division of Engineering Services (DES) and other internal units.
Manages Architecture and Engineering (A&E) resource allocations and expenditures. Develops monthly reports for management. Provides projections for future expenditures and advises management of recommended resource needs.
- 30% E Manages lab-specific building operation and facility activities at the SRL/IA and Construction field labs. In collaboration with Department of General Services (DGS), District Facility Operations, and external vendors, monitors and tracks all SRL repairs to ensure completion. Consults with SRL management to ensure SRL needs are met timely. Receives, analyzes, and recommends appropriate action on all lab facilities-related complaints and requests for service, such as HVAC, restroom facilities, janitorial, etc., and other duties as required to meet customer facility needs. Routinely provides updated information to SRL staff concerning fire and life safety, maintenance/repair and all building operations/facility activities at the SRL. Verifies proper charges for services/repairs are made as coded and identifies discrepancies and resolves on behalf of SRL management. Prepares scope of work, contacts vendors, and monitors services provided. Prepares evaluation of services, contacts vendors as necessary to enhance/modify services or recommends termination of contract.
- 20% E Coordinates purchases of lab equipment, furniture, and supplies required for the functional operations of the SRL facilities and field lab sites. Analyzes lab equipment needs, prioritizes purchase requests, monitors lab funding allocations and controls the distribution of lab supplies and equipment.
Serves as the liaison for District Warehouse orders and prepares procurement documents for purchases from external vendors. Utilizes Enterprise Resource Planning Financial Infrastructure (EFIS) to make vendor payments and reconcile monthly Visa statements. Maintains control over a stock room of supplies and materials necessary for day-to-day lab operations.
Serves as Information Technology (IT) procurement liaison. Coordinates purchases for SRL IT goods in compliance with the Department's IT standards and in conformance with current policies

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TYPICAL DUTIES:

Percentage Job Description

Essential (E)/Marginal (M)¹

and procedures regarding procurement of IT goods and services. Prepares procurement documents and reconciles Visa statements. Obtains various approvals and authorizations for procurement and payment of these goods and services.

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| 10% | M | <p>Performs various administrative tasks in support of lab management (e.g., research and collect data, respond to requests for information on various lab-related issues, prepare written recommendations and/or analysis as it relates to special assignment or projects, prepares reports, charts, etc.).</p> <p>Serves as the SRL Forms Coordinator. Responds to Division and Headquarters personnel for information relative to forms storage, usage, and disposition. Provides SRL employees with information relative to proper form maintenance.</p> <p>Maintains equipment database and tracks sensitive expendable equipment at the SRL. Serves as liaison with Division of Engineering Services (DES) and Division Asset Management Coordinator (DAMC). Prepares reports and conducts inventories as needed. Coordinates survey and disposal of equipment with Division's Property Control Coordinator, DAMC, and DES. Ensures appropriate vendors are obtained for the removal of equipment. Prepares/updates equipment disposal transfer records to DES Asset Coordinator to ensure inventory database is accurate and current.</p> |
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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

The incumbent does not supervise staff; however, he/she may provide direction and/or guidance to clerical staff and/or student assistants.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services including budgeting, program evaluation, or other closely related areas.

The incumbent must have a solid understanding of what customer service is and have the ability to provide excellent customer service at all times. The incumbent should be familiar with the State Administrative Manual and the policies and procedures relating to facilities and energy conservation. The incumbent must be knowledgeable of the Department's mission, goals and programs, laws, rules, and policies of the State of California.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks with short notice. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates, and to recognize potential project-related problems with personnel, fiscal resources, or scheduling and either take or recommend corrective action. The incumbent must be able to manage and resolve conflicts and disagreements in a positive and constructive manner to minimize negative impact.

Knowledge of and ability to use personal computer equipped with e-mail (Outlook), word processing and spreadsheet software including Microsoft Office Suite (Word, Excel, Power Point), and the inter/intranet. Knowledge of Department procurement rules and understanding of EFIS/Advantage operating system.

The incumbent must reason logically and creatively; utilize a variety of analytical techniques to resolve complex problems, develop communication documents and reports on a variety of issues, and maintain a level of professional integrity to ensure Department Policies and Procedures are followed.

The incumbent must have the ability to work independently and effectively coordinate with various levels of management and staff, both in person and through telephone communication. Must be able to communicate effectively orally and in writing. Must have the ability to follow written or oral directions, demonstrate good work habits, neatness, dependability, and punctuality.

The incumbent must be able to prepare complete and comprehensive reports, letters, and articles; make effective

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presentations, use good judgment for analysis of resource requirements; be able to coordinate effectively with all levels of internal and external partners.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action and initiative in developing and/or delivering of business services including space planning, procurement, asset management and budget/expense control and accountability.

Failure to address issues could result in violations of State Administrative Manual policies, procedures, and regulations; Health and Safety Codes; State/Department procurement policies; and negatively impact the ability of staff to perform their duties and meet the operational needs of the division, compromise the health, safety and well being of DES employees; precipitate unfair labor practice charges or lawsuits against the Department; waste state resources; or create negative publicity for the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contacts with all levels of DES staff, including upper management, and frequent contact with personnel throughout the Department. Other contacts include other state and federal agencies, and outside vendors. He/she must be able to address division-related issues and questions from all requestors, both within and outside Caltrans.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. Must be able to use fine manipulation and/or simple grasping during the course of their workday. Some walking, lifting, bending, and reaching may be required.

Must be able to effectively communicate in English and may be required to make presentations, lead workshops, and serve on quality teams. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, reasoning, auditing and editing, problem solving and report creation and writing.

Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must have the ability and aptitude to utilize a person computer to update, retrieve, and analyze information.

Must be able to multi-task while regularly responding to e-mails and phone calls. This position requires the incumbent to be flexible and adaptable to changing policies, rules and regulations as it relates to business services. Must be able to adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships with staff as well as other departmental employees and recognize emotionally charged and/or sensitive issues and problems and handle them effectively and appropriately.

The incumbent must possess the ability to formulate effective strategies consistent with the Division's business plan and develop new insights into situations and apply innovative solutions to make organizational improvements. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates.

WORK ENVIRONMENT

The incumbent will be exposed to various work environments. While at the base of operation, 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. The incumbent may be required to sit and/or stand for extended periods of time. The incumbent will be using a keyboard/mouse and video display monitor. Some travel may be required, therefore, incumbent must be able to travel using a car or commercial transportation.

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.)

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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