

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	08-601 MAINTENANCE SUPPORT (UNIT A) E-FIS 2339	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	908-601-5393-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 general direction of a Caltrans Maintenance Manager I, the Associate Governmental Program Analyst (AGPA) provides technical expertise in a wide variety of administrative activities. The incumbent will work individually, as a team player, and may act in a lead capacity. The AGPA will be expected to consistently exercise a high degree of initiative, independence and originality in performing the assigned tasks. Duties include but are not limited to:

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40%	E	Service Liaison between Maintenance and the District on Maintenance hiring. Will make recommendations to management in the hiring process when issues arise. Works with the Support Region A Maintenance Manager I and other Division supervisors in the development of duty statements, hiring justifications, advertisements and organization charts. Independently composes and submits advertisements in local print media. Independently tracks all required hiring documents through the District 8 Resource Management Office and the Human Resources Southern Service Center. Responsible for tracking the hiring documents to ensure they are flowing efficiently through the system. Researches and responds to questions that are related to the hiring process to ensure all policies and procedures are implemented.
		Independently gathers, researches, evaluates and distributes the classification positions within District 8 Maintenance. Advises the Support Region A Maintenance Manager I and District 8 Maintenance District Deputy Director (DDD) when staff mis-allocations have been identified and recommends resolution to ensure District 8 Maintenance remains in compliance with Human Resource Staff Supervisory Guidelines. Consults with Human Resources when allocation issues arise to find a resolution.
20%	E	Develop and make presentations at the Superintendent Meetings to keep the field supervision updated on vacancy status of their positions and interview schedules. Incumbent functions as the District Maintenance expert on position control. Provide recommendations to management when vacancy issues arise. Independently maintains the D8 Maintenance organizational charts and disseminates the updated organizational charts monthly. Identifies miss-allocated positions and ensures that the Supervisor to Rank & File employee ratio is appropriate. Incumbent works with the DDD, Maintenance Managers, Superintendents and Supervisors to remedy any potential miss-allocations and supervisor to subordinate ratio concerns. Provide guidance for management on Division of Human Resources Hiring Guidelines and procedures.
15%	E	Provide Management with factual information as requested to resolve employee work related problems and issues; this may include researching and providing written documents from Memorandum of Understanding; support documentation from Human Resources; policy and procedure, rules and regulations.
10%	E	Act as a lead and provide recommendations in the areas of personnel transactions, public information, reception, dispatching, mail and other services; goals and objectives for administrative services staff; recruits, assist with interviews for selections of staff (1 level or more below incumbents classification) throughout the region as needed. Provide general information and

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referral assistance to supervisors/managers who seek guidance on miscellaneous personnel issues including: Workers Compensation, Adverse Actions and Equal Employment Opportunity.

10% M

Assist the Post and Bid (P & B) Coordinator with District 8 Maintenance Division P & B. Will be the expert on Bargaining Unit 12 Memorandum of Understanding P & B process. Consults with supervisors on current vacancy issues in Bargaining Unit 12, rank and file, and makes necessary recommendations to fill the vacancy. Enters vacant position information in the database and forwards P & B listings to each field supervisor with Unit 12 employees. Responsible for tracking the list of the bidders for vacant positions. Works with Human Resources Southern Service Center to determine senior bidder and negotiates with supervision for release date of selected candidates.

Assists with the Preparation of Personnel Action Request Forms (PARF), Action Request Forms (ARF), duty statements, certification requests, vacancy advertisements, position justifications, hiring considerations and other documents relative to hiring, promoting and transferring employees for the Maintenance Division.

Assists with development of vacancy status spreadsheets which accurately reflects the efforts made to fill vacant permanent full time and permanent intermittent positions. Extracts and collate data from the spreadsheets to report to the Support Region A Maintenance Manager I and the D8 Maintenance DDD weekly.

Assists with the creation and maintenance of logs, charts and rosters necessary for tracking the Maintenance Division's staff of more than 460 permanent full time employees and over 100 permanent intermittent employees.

5% M

The incumbent is a valued member of the District 8 Emergency Operations Center (EOC). Will participate in emergency drills/training and report to D8 EOC or the back of EOC when an emergency and/or natural disaster is activated. The incumbent may be assigned as an Agency Representative at the Incident Command Post during emergency incidents. May act as a back for the Damage Recuperation Team Coordinator. Will respond to fielding emails and calls from prospective hires as necessary.

<sup>1</sup>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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May act in a lead capacity.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of the laws, rules, regulations, policies and language pertaining to personnel transactions, specifically Departmental hiring practices. Requires knowledge of the principles and practices of general business management and modern office methods; working knowledge of computer applications such as Excel, Word and the internet; knowledge of the purpose, organization, policies and procedures of the Department.

The incumbent must have the ability to establish and maintain good working relationships; use tact and good judgment in dealing with the public; use and interpret reference material; reason and analyze data effectively. Must be able to maintain the confidentiality of the hiring process.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent decisions regarding the proper hiring processes and makes hiring commitments based on independent research. Will be responsible to make thoughtful and accurate decisions. Inattention to detail or failure to closely follow established procedures could result in illegal hires or other serious personnel actions.

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## PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent and regular contact with Maintenance field employees, supervision, staff at the District Office level, D8 Resource Management, Human Resource Southern Service Center and will also have extensive contact with the public. Must conduct activities in a manner that projects a positive image of the Department, and its policies and goals.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard, mouse, monitor, and perform fine manipulation. Will be required to give oral presentations to gatherings of various sizes and at various levels of the Department. Must be composed and articulate in meetings and on the telephone. Must be emotionally stable and be capable of performing several analytical and/or technical tasks concurrently, and to function successfully under pressure in order to meet various deadlines.

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## WORK ENVIRONMENT

The incumbent will work primarily in an office environment with climate control and artificial lighting. Will be required to sit for long periods of time using a video terminal display and a keyboard. The incumbent may travel in the District and as needed to Headquarters. The incumbent will be called upon to work in the Emergency Operations Center during natural or man-made disasters.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE