

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION District 11/Administration/Motor Pool	
WORKING TITLE Motor Pool Administrator	POSITION NUMBER 911-007-5393-012	EFFECTIVE DATE

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 Staff Services Manager I, the incumbent performs a wide variety of analytical services, including the monitoring and coordinating of the district's automotive fleet management program. The incumbent will be the primary liaison with all district employees, including senior level staff and managers, as well as the District 11 Equipment Superintendent and Headquarters Division of Equipment staff. Incumbent independently reviews Motor Pool-related issues and provides a resolution or recommends alternative solutions. Incumbent's priority is to deliver prompt, accurate work, while maintaining outstanding customer service.

After two years in the assignment, the incumbent may be rotated to another Associate Governmental Program Analyst position within the district.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
65% E	Oversee the automotive fleet program for the District. Review, implement and ensure compliance with all State and Caltrans vehicle and equipment policies and requirements.

Must be knowledgeable about the status of vehicle inventory, assignment of vehicles, and condition of vehicles. Individual communicates, both verbally and in writing, with all District employees and management regarding vehicle-related issues, including appropriate utilization of the vehicle, vehicle requests/reservations, fuel utilization, repairs, equipment upgrades, preventative maintenance, car wash, accidents, and citations.

Monitor and track vehicles' various fuel utilization, Cartags, and Voyager credit cards. Verify and issue fuel credit cards to assigned district employees. Review monthly charges, and investigate and report possible misuse. Report all lost or stolen credit cards as well as order new or replacement cards. Notify Headquarters Equipment Division of lost or stolen cards.

Run, research, and format Global Positioning System (GPS) related reports for the tracking of speed, location, utilization, etc. Analyze data from reports and present to executive management. Distribute GPS fobs to district employees and track the distribution of the fobs for the district. To support statewide sustainability and energy efficiencies, monitor, track, and report on the Electric Vehicle (EV) utilization. Ensure vehicles are charged and utilization and energy usage information from vehicles is uploading to EV database.

Assign and/or rotate vehicles as necessary to achieve maximum utilization. Rent or lease additional vehicles as necessary when required to meet district needs. Write justification memo prior to renting or leasing vehicle. Coordinate with Headquarters Division of Equipment and the District's Equipment Superintendent, to select vehicles for disposal and prepare the passenger vehicle replacement budget. Work closely with division vehicle coordinators to analyze and assist in full utilization of their automotive vehicles by reviewing the mileage, preventative maintenance schedule, repair history, accidents and low-mileage utilized vehicles to identify vehicles in need of possible rotation. Meet quarterly with division vehicle coordinators. Provide prompt and accurate analysis of data.

Respond to citizen reports and complaints; monitor actions taken due to vehicle misuse by state

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- employees. Write complaint report, collect information from citizen complaint and submit to employee's supervisor for follow-up with citizen as well as with employee. A corrective action is documented by incumbent.
- 15% E Ensure District is in compliance with all Vehicle Home Storage Permit (HSP) requirements. Tracks and assists with the processing of the district HSPs via the on-line system for new and renewal applications. Oversight also includes the tracking of the monthly Personal Use of State Vehicle One-Way Commuting and/or Round Trip form (PM-0041). Develop, prepare and monitor Microsoft Excel and/or Access database to internally track the district's HSPs and PM-0041 forms; and provide updated information to all appropriate Division Deputies as well as to the appropriate staff in each division.
- 10% E Manage the District Motor Pool. Review and coordinate reservations of pool vehicles, coordinate preventative maintenance and shop work, including repairs, accidents, and equipment upgrade. Maintain and initiate updated safety plans. Responsible for the efficient and effective operation of employee, disabled and visitor parking areas while complying with all requirements. Assist with any parking lot maintenance and parking enforcement issues.
- 10% M Coordinate the District's building emergency evacuation plan, which includes: designating and training floor wardens and monitors; conducting emergency drills, surveying building emergency equipment, such as Automatic External Defibrillator (AED) units and supplies, and ensuring their readiness for use. Identify building exits and designate assembly points for an evacuation. Update and disseminate emergency response instructions and building plans. Update software as needed on AED units and collaborate with field office liaisons to ensure AED are up to date. Serve as liaison with California State Police, San Diego City Police, Department of General Services, Fire, Rescue, and ambulance services.

Maintain adequate stock of AED and first aid kits and supplies. Regularly take inventory and stock/replenish first aid and AED supplies in District building.

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

No supervision required. Incumbent will provide lead and guidance to Motor Pool Office Technician.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Excellent customer service. Ability to identify successes and areas where one can improve customer experience. Excellent oral and written communications. Respond tactfully in adverse situations. Ability to evaluate and implement policies and procedures. Experience working with database systems. Research, compile, collate, process and analyze statistical data and reports. Knowledge of Microsoft Suite Programs such as Excel, Access, Word, Outlook. Reason logically and creatively to resolve complex problems. Develop and evaluate alternatives/solutions with recommendations. Knowledge of departmental administrative process. Effectively manage time, including the accurate and timely completion of assignments while performing a variety of functions. Knowledge of vehicle fleet equipment programs.

Possession of a valid California driver's license is required to operate a State vehicle.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be responsible for performing work in an accurate and timely manner by establishing priorities and exercising good judgment. Incumbent is responsible for maintaining a constant review of the district vehicle fleet and analyzing all elements to optimize vehicle utilization. Consequence of error or inability to perform in any aspect could cause the reduction of funds and/or jeopardize the safety of personnel in the building.

PUBLIC AND INTERNAL CONTACTS

This position will have extensive daily contact with district employees. There will be frequent contact with personnel located in headquarters, Equipment Shop 11, outside vendors, and public agencies, such as San Diego County and City agencies.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent is required to operate a Personal Computer Workstation and various software applications, filing, phone communications and other office-related duties. He/she should be able to concentrate, analyze the situation at hand, and respond appropriately in a busy office environment. He/she may be required to handle several issues at a time and should be able to prioritize tasks as necessary. He/she must grasp technical information, formulate effective strategies to implement new technology, and foster a work environment that encourages creative thinking and innovations. The incumbent should be able to develop and maintain cooperative work relationships and should have the ability to handle all work-related relationships with internal and/or external contacts in a professional and courteous manner. This position will require independent travel for state business.

WORK ENVIRONMENT

The base of operation will be in an office setting in a climate-controlled environment with artificial lighting. Multi-floor buildings are equipped with elevators and stairs. This position may require sitting for long periods of time at a keyboard. Incumbent may drive state vehicles for state business related meetings and events.

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