

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Governmental Program Analyst (AGPA)	OFFICE/BRANCH/SECTION District 11/Construction Division	
WORKING TITLE Purchasing, Training, Utility Coordinator	POSITION NUMBER 911-510-5393-xxx	EFFECTIVE DATE 01/12/2015

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 supervision of the Construction Administrative Manager, a Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) performs a wide variety of complex technical and analytical duties. The AGPA performs all Division Purchasing, Training, Equipment Inventory and Utility Coordination for all field offices in the Construction Division, ensuring all policy and procedures are implemented.

After two years in this assignment, the incumbent may be rotated to another AGPA position within the District.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40% E	<p><b>PURCHASING-</b> Incumbent independently interprets, gathers, researches, and evaluates all necessary information to prepare for all purchasing and planning for field offices, as well as the District office. These needs include an assessment of general office supplies, engineering equipment, Information Technology (IT) equipment, and furniture required for the efficient operation of the Construction Division. The incumbent is responsible for reviewing Online purchase requests to determine whether items requested are allowable, costs and quantities are reasonable, and all appropriate paperwork is completed accurately. Prepares an analysis of expenditure projections of field office purchasing needs for each fiscal year. Budget must include written analysis and justification for projected purchasing expenditures. Purchasing of equipment and supplies may also include obtaining bids when necessary and supplies may also include obtaining bids when necessary and preparing the appropriate purchase and receiving documents. For all IT equipment purchase requests, incumbent is responsible for completing the IT Justification Form and submittal of all appropriate documents to IT for processing. Responsible for processing the final Purchase Request, ADM 1415 Form in a timely and accurate manner as well as maintaining the records of these documents. Provides monthly Field Office expenditure reports to management. Performs inspections of Field Office supplies and inventories on a quarterly basis. Advises manager of potential problems and makes recommendations for resolving procurement issues.</p>
30% E	<p><b>TRAINING-</b> Incumbent develops an Annual Training plan each fiscal year and is responsible for on-going review and coordination of Construction training needs for all Division personnel. Responsible for implementing new and revised training methods and written procedures; collects data; conducts analytical review of information, presents issues and solutions effectively, and adopting an effective course of action. Responsible for establishing and maintaining cooperative working relationships with all personnel and vendors. Assesses special in-house training as needs arise and coordinates appropriate course work in consultation with Senior Engineers. Other training and organizational responsibilities include maintaining and updating databases and reports to include employee's course template of mandatory and elective training course history, certification requirements, list of courses, date taken, no shows and renewal of mandatory courses. Develops Resident Engineer Field Tester Certification program and maintains a process for tracking certifications of all licensed staff and schedule of coursework. Monitors and advises Construction Engineers and Managers on status of staff training attendance. Issues failure to attend notices to respective employee's supervisor at the end of each scheduled course. Responsible for maintaining Class Rosters, evaluations, scheduling classes, reserving facilities, and processing all training notification letters and forms to appropriate personnel and updating</p>

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Learning Management System LMS prior to training. Responsible for consulting with and advising management on status of staffs' training progress and/or deficiencies through monthly reporting. Monitors and coordinates travel requirements of staff necessitated by training requirements, this requires an extensive knowledge of departmental rules, regulations, and policies.

- 10% E PROJECT UTILITY COORDINATOR- Incumbent is responsible for assisting with special projects. Consulting with Maintenance and Headquarters in Utility data collections, analyzing and reviewing of expenditures with Resource Manager, developing and creating statistical data spreadsheets, outlining expenditures, and providing some fiscal forecasting.
- 10% E CALIFORNIA PUBLIC REQUEST ACT (CPRA) COORDINATOR- Incumbent is assigned as a Task Leader to coordinate with Headquarters, Public Information Office(PIO), Partners or public requesting parties in the appropriate review and dissemination of CPRA requested information in a timely manner to meet general guidelines and statutes as required.
- 10% M Performs back up to the Resource Manager as needed. May be required to perform other related duties.

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 lead capacity.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must demonstrate knowledge and competent ability of Data Processing, Access Database Software, Excel, other personal computer programs, and current office processes and procedures. Competent knowledge of State and Federal statutes, the State Construction Manual, basic budget and accounting abilities, and training processes and procedures is required.

Incumbent must have good communication and analytical skills, and possess the ability to display a professional working relationship with other Caltrans staff. Must possess good organizational skills with the ability to manage their time and a wide variety of responsibilities effectively.

Multi-tasking skills are highly desirable and necessary in this position. Incumbent must be able to perform a variety of unscheduled tasks on a priority basis. Incumbent would be continuously required to develop alternative solutions and strategies to deal with issues and problems.

Incumbent must demonstrate the capacity for assuming increasing administrative support responsibility. Ability to use a variety of analytical techniques to resolve conflicting issues as required.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequence of error in any aspect of the incumbent's responsibilities would have a serious effect on the Department's operations and credibility. This position provides office operations to 190+ field project staff.

Resident Engineers are dependent upon their field office operations, including services provided by the service contracts. Delays in contract administration or safety hazards could result from mistakes in this area. Errors in any purchasing task could result in costly delays that may impact completion of construction. Incumbent is required to have a valid State of California Driver's License (Class C) when driving a State vehicle.

The incumbent must be able to develop and maintain cooperative working relationships with internal and/or external contacts in a professional manner.

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### PUBLIC AND INTERNAL CONTACTS

This position requires extensive telephone and e-mail contact as well as in house meetings with District personnel, vendors and Headquarters staff. He/she must have good communication and analytical skills, and possess the ability to display a professional working relationship with other Caltrans staff.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to maintain mental focus and productivity in a very busy and sometimes hectic environment. Multi-tasking skills will be necessary.

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## WORK ENVIRONMENT

Work environment is an office space (cubicle) with artificial light, climate control and cubicle space. The incumbent will also be required to handle most tasks by telephone, e-mail, mail, correspondence, and telephone in the office. There may be field office visits with Manager and/or other staff, and incumbent will be exposed to sunlight, wind and dust. At times, the field environment may be considered dirty.

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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