

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst (AGPA)	D11/Maintenance Division/Maintenance Support	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Maintenance Hiring Liaison	911-602-5393-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 the general direction of the Maintenance Resource Manager, a Staff Services Manager I, the Maintenance Hiring Liaison performs a wide variety of complex administrative services for the Maintenance Division. The incumbent provides subject matter expertise to division employees, supervisors, and managers in all personnel related issues; has a through understanding of applicable laws, regulations, and bargaining unit contract provisions; researches the critical issues and recommends alternative solutions. The incumbent completes and submits all personnel hiring process documentation; coordinates with the Division of Human Resources (DHR) to complete transactions; maintains organization charts; performs position control and other related matters associated with personnel management to ensure the Division's allocation is fully utilized. The incumbent also monitors and analyzes the division's personnel allocation and service dollars. The incumbent is expected to perform full journey level work, exercise a high degree of initiative in performing assigned tasks, and accountable for prompt and accurate work, along with excellent customer services.

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

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
35% E	Incumbent serves as the Hiring Liaison for the Division of Maintenance. Works with hiring supervisors and Human Resources (HR) to fill vacant positions timely. Consults with hiring supervisors to ensure hiring practices are in compliance with laws, regulations and policies. Assists Managers, Superintendents and Supervisors with the development of duty statements and coordinates with HR to ensure duties meet classification concept. Completes Personnel Action Request Form (PARF) packages and other personnel documents and requirements relative to hiring, promoting and transferring employees for the Maintenance Division. Maintains existing and develops new intake processes for applications, creates and maintains hiring packages for the hiring supervisors use. Provides management with factual information as requested to address personnel issues such as researching and providing written documents from Memorandums of Understanding; support documentation from HR; policies and procedures, rules and regulations. Evaluates new departmental HR policies and directives, recommends and implement changes to business processes to ensure the division remains in compliance with all requirements. Responds to management and the Division of Human Resources on inquiries, prepares reports, and maintains working files.
30% E	Works with Managers, Superintendents, and Supervisors in the development of hiring justifications, advertisements and organization charts and provides vacancy status. Tracks all required hiring documents through the District's Resource Planning Office and the Department's HR Southern Service Center to ensure efficient processing. Researches and responds to questions that are related to the hiring process to ensure all policies and procedures are implemented. Independently gathers, researches, and evaluates the classification positions within District 11 Maintenance. Performs position control to monitor, maintain, update, and reconcile staffing plans. Advises management of misallocations and recommends resolution to ensure compliance with Caltrans Supervisory Guidelines. Consults and secures resolution with HR when allocation issues arise. Provides guidance to management on DHR Hiring Guidelines and procedures.

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| 25% | E | Develops strategies for maximizing resources in response to changes in various District and Division requirements. Develops reporting systems as needed relating to the District and Region business plans by monitoring personnel services related to implementing program strategies and recommending allocation options and future budget change proposals. Acts as a lead and primary analyst for personnel services to management in support of new allocation methodologies. Develops statistical information for monthly and quarterly reports, and maintains databases and historical information used to help establish trends for various analyses. Serves as a single point-of contact analyst for budget resources, staffing and charging, goals and objectives for administrative service staff, and other services. Provides guidance and assistance, and trains Region Office support staff in various administrative procedures and processes. |
| 5%  | M | Prepares and coordinates Post and Bid transfer packages consistent with Bargaining Unit 12 Memorandum of Understanding. Tracks and maintains the list of bidders for vacant positions, works with the Human Resources Southern Service Center to determine senior bidder, and negotiates release dates of selected candidates with supervisors. Consults with supervisors on rank and file vacancy issues and makes necessary recommendations to fill vacancies.   |
| 5%  | M | As PULL notice administrator, orders/deletes and distributes PULL notices, flag bad driving records, consults with supervisors on the driver's license actions and consequences. Schedules interviews, physicals, and arranges appropriate drug testing. Responds to e-mails and calls from prospective hires as necessary. Develops vacancy status spreadsheets to accurately reflect efforts to fill vacant permanent full-time and permanent intermittent positions. Creates logs, charts and rosters necessary for the tracking of Maintenance Division staff of over 400 permanent full-time employees. Reviews and ensures the Division's organizational charts accurately reflects position status.   |

<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

**KNOWLEDGE OF:** Principles and methods of public and business administration, including organization and personnel management; administrative analysis; principles and practices of general business management; and safety practices; organization and functions of the Department and the Division of Maintenance; a variety of analytical techniques to resolve complex administrative problems; methods and techniques of effective team leadership; Microsoft computer applications; administration processes as well as knowledge of business administration and support services, such as office management, personnel and management analysis, data gathering and report writing; personal computers and a variety of software programs.

**ABILITIES TO:** Analyze administrative problems and independently adopt an effective course of action; reason logically and creatively; communicate effectively both orally and in writing; consult with and advise administrator and other interested parties on subject matter within the area of assignment; develop and implement new and revised methods and procedure; establish and maintain cooperative working relationships; estimate and budget for future needs and cost of personnel, space, equipment, supplies and services; analyze data; present ideas and information effectively; has the ability to resolve complex administrative or governmental problems; coordinate the work of others; act as a team leader; use Microsoft computer applications such as Word, Excel, Access and Power Point; exercise good judgment and create rapport with both outside contacts and co-workers to expedite completion of tasks and must gain and maintain the confidence and cooperation of those contacts during the course of work.

**ANALYTICAL:** The position responsibilities require a high degree of analytical ability. Incumbent must be able to analyze written and numerical data and interpret such data into management reports, policies and directives. Incumbent must be able to assimilate and evaluate technical procedural input from legislation, federal regulations, department policies, program definitions, budget and personnel decisions, then consider the impact of changes and develop and recommend course of action.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Due to the nature of hiring and sensitive issues, the incumbent is responsible for maintaining confidentiality and professionalism at all times. Proper documentation is essential. Inability to do so could result in loss of credibility and legal action against the department. Independent action and initiative in carrying out regular duties and assuring the appropriate resources are allocated, controlled and adjusted as necessary. Error in judgment or decisions could place the District in violation of constitutional and statutory constraints on the use of resources which are derived from user taxes, fees, federal funds, etc. This could cause a loss of the use of appropriated funds or delegation. At a minimum the consequence could be financial embarrassment to the Department with poor fiscal recommendations affecting the ability of the District to deliver its approved program and the resulting inappropriate expenditure of time and dollars.

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## PUBLIC AND INTERNAL CONTACTS

The incumbent interacts both on the phone and in-person on a daily basis with resource representatives, supervisors, Deputy District Directors, Headquarters (HQ) Program/Budget representatives, Personnel employees and the general public. Contacts may include sensitive technical funding or personnel issues, which require tactful dialogue when representing the District.

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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 and formulate effective strategies to implement applicable funding resources. The incumbent should be able to develop and maintain cooperative working relationships and should have the ability to handle all work-related relationships with internal and/or external contacts in a professional and courteous manner. Incumbent should also possess the ability to maintain a calm and professional demeanor when working with candidates during the interviewing process. The position may require independent travel for State business. Incumbent must possess a valid California driver's license to operate a State vehicle.

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## WORK ENVIRONMENT

The base of the operation will be in the District. While in the office setting he/she will be working on a climate-controlled environment with artificial lighting. Multi-floor buildings are equipped with elevators and stairs. Work environment includes constant interaction with a diverse group of customers and co-workers. This position may require sitting for long periods of time at a keyboard.

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

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