

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION District 12/Division of Administration/Resource Management	
WORKING TITLE Purchasing/Contracts/Forms/District Fuel Card Administrator	POSITION NUMBER 912-015-5393-xxx	EFFECTIVE DATE 03/16/2015

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 Staff Services Manager I in the Business Services Branch, the Associate Governmental Program Analyst is responsible for various administrative duties. The incumbent is responsible for procurement and contract management, and serving as the District Forms Officer. Responsibilities include cost monitoring, ensuring compliance with all procurement guidelines and regulations, developing reports, coordination of activities with other programs, and communicating with vendors and external agencies.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Incumbent is responsible for writing scope of work, Requests for Proposals (RFP's) and/or Invitation for Bids (IFB's), and managing service contracts for the Business Services Branch. This includes contracts for reprographics, postage machine and sign language interpreters. This responsibility includes contract management, invoicing, tracking, and monitoring of expenditures service contracts; including procurement of reprographic equipment, developing and maintaining spreadsheets, contacting and communicating with vendors and contractors, working directly with other facilities and property Management staff. The Incumbent must maintain a database and produce spreadsheets of budget-related expenditures and prepares reports of those related costs to the Business Services Supervisor and Resource Manager. The incumbent routinely communicates with HQ Accounting to reconcile invoices, and coordinate service maintenance contracts. In addition, the incumbent will review and make recommendations to improve the reprographic budgeting-related processes to ensure that the District is effectively using the State resources it receives; prepares purchase requests and receiving records, obtain bids, tracks consultant invoices; creates and maintains a tickler file for recurring maintenance repairs and equipment replacement cycles. Also, the incumbent will generate and process revolving checks requests to fund the District postage account. As Contract Manager, incumbent is the primary contact with vendors and service providers and will conduct ongoing assessments and follow up on all service-related issues. Accomplishes tasks in accordance with all applicable statutes and DPAC guidelines.
30% E	The incumbent will be responsible for ensuring all procurement, including Cal-Card purchases for the Business Services Branch and abide by all DPAC regulations and Recycled Content Production requirements. Have working knowledge of all leverage procurement agreements for items utilized by the Branch and provide information to Budget Manager as requested. The incumbent will utilize the Cal-Card credit card payment system, including procuring expendable and non-expendable equipment, generating purchase requests, interacting with other staff to identify correct expenditure authority, and preparing monthly expenditure reconciling for HQ Accounting. The incumbent is responsible for coordinating all equipment purchases for the Business Services Branch, including mailroom, computer, security and reprographics equipment. Incumbent will monitor paper stock purchasing for the Reprographics unit, including the processing of all invoices and the updating of the related spreadsheets.
10% E	Incumbent will serve as the District Fuel Card Administrator. Interprets Division of Equipment (DOE) policies and communicates them to District supervisors and employees. Act as liaison with DOE in the implementation of the State Fuel Card process. Work with each division/program to ensure compliance with completing of Monthly Fuel Purchase Validation reports. Provide status

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reports to managers.

- 5% E Serves as the District Forms Officer. The incumbent is the liaison between HQ Forms Coordinator and the District programs to ensure compliance with Forms Management Procedures. Communicates all applicable state and federal guidelines to the District. Coordinates annual forms inventory for the district. The incumbent serves as a backup to the District Records Officer (the central contact for Records Management).
- 5% M The incumbent will be available to provide coverage in the Business Services Branch.

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 over others. The Associate Governmental Program Analysts may act as a lead in training assignments and review the work of lower level staff. The incumbent may serve as acting SSMI in supervisor's absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Associate Governmental Program Analyst should have a thorough knowledge of good business practices, budgeting, procurement, facility management, working knowledge of building operating procedures and requirements, principles and concepts of completed staff work. Ability to communicate effectively in writing and orally; reason logically and enlist appropriate resources to assist in problem solving; and prepare clear concise reports. Ability to, prepare and present issues to large and small groups. The employee must have the capability to analyze information provided by internal units/functions and determine the impact of that information on the State, while ensuring that all legal requirements on the part of the department are met. This position is responsible for working cooperatively with all internal and external customers. This position must adhere to the customer service standards set by his/her unit and provide high quality service, productivity and efficiency. The incumbent must have the ability to analyze circumstances and come up with sound decisions; must have computer skills such as Microsoft Word and Excel. The employee must be able to analyze operational needs and implement a good course of action to meet these needs; apply general policies and procedures to specific issues; analyze problems and determine alternative solutions; present ideas and information effectively, both orally and in writing at a level necessary for successful job performance; and follow oral and written directions. Possession of a valid California's driver's license is desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires logical evaluation and creative approach in solving problems, having a variety of resources, while adhering to established policies and regulations. Poor judgment or errors could cost the state a substantial amount of funds, time and effort. Inaccurate planning as to future building and property needs may cause increased building operation costs, serious inconvenience to employees and possible loss of state property. Failure to make sound decisions can result in delays in project-related work and dissatisfied internal and external customers. Errors in judgment could affect the safety and protection of employees. The incumbent's actions will directly affect the Department's commitment to efficient operation and its ability to achieve its mission and objectives.

PUBLIC AND INTERNAL CONTACTS

There is daily contact with property managers and Caltrans employees. Frequent contact with other agencies, outside vendors, contractors, building engineering staff, building security staff and the general public. Incumbent must have the ability to deal with situations in a courteous and professional manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee will be required to perform such tasks as walking, climbing up/down stairs, bending, stooping, standing and kneeling. The employee will be required to sit for long periods of time using a keyboard and video display terminal. The employee will be required to deal with stressful and emotionally charged situations with employees or the public, must be able to work under pressure, meet deadlines and maintain a helpful, positive attitude. The employee must work with sensitive and confidential material; be able to concentrate, analyze the situation at hand, and respond appropriately in a busy office environment; be required to handle several issues at a time; be able to prioritize tasks as necessary; be able to develop and maintain cooperative work relationships; value cultural diversity and other individual differences in the workforce; grasp the essence of new information and master new technical and business knowledge.

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WORK ENVIRONMENT

The base of operation will be in the District Office. The incumbent will be expected to work indoors. While in a multi-story office setting, he/she will be working in a climate-controlled environment with artificial lighting. A cubicle work area will be assigned in an open floor configuration; cubicle walls may have 4 or 6-foot panels; since the area is an open floor configuration, the work environment will be noisy.

Working hours will be five (5) days a week, Monday through Friday, 8:00 a.m. to 5:00 p.m, or an approved Alternate Work Schedule.

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