

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	Office of Business and Economic Opportunity/Program Ops	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Program Administrator	913-088-5393-079	06/01/2015

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 general direction of the Staff Services Manager I, the incumbent will be responsible for various functions in support of the Office of Business and Economic Opportunity's (OBEO) activities. This includes, strategic planning coordination, facilitating Information Technology (IT) solutions, main Cal Card purchaser, Emergency Action Team building coordinator, OBEO web master, Training Administrator, facility issues; and Inventory and Property Control duties.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
15%	E	The incumbent will be the liaison for OBEO's Strategic Plan. Duties will include plan, develop, and organize activities for Strategic Plan exercises and implementation. Track implementation with Branch Chiefs and Office Chiefs with timelines and deadlines. The incumbent will be the direct link to the Assistant Director regarding Strategic Plan activities.
15%	E	The incumbent will be responsible for the OBEO web pages regarding the Small Business (SB) and Disabled Veteran's Business Enterprise (DVBE). Research special assignments from Assistant Director of OBEO regarding SB/DVBE issues. Participate in the policy and procedural development process by providing recommendations to management on a broad range of issues regarding SB/DVBE issues.
10%	E	The incumbent will be the lead for IT solutions for contract evaluation processes, certification processes, and other internal programs of OBEO. The main point of contact with external vendors for IT solutions and present to management as appropriate.
10%	E	The incumbent will be the Emergency Action Team Leader for OBEO and will be responsible for analysis of the quarterly update of the Emergency Action Plan and all activities to include meeting with internal and external partners to ensure there is total compliance with the Emergency Evacuation plan. Coordinates with other programs in the building located at 1823 14th Street, Sacramento, with regards to the plan; plans and facilitates quarterly meetings and coordinates all emergency evacuation drills. Acts as the building safety officer, maintains the Health and Safety reports, conducts quarterly safety drill/training, and recruits volunteers for emergency evacuation positions. Ensures employees maintain a safe work environment.
10%	E	The incumbent will be the Facilities Coordinator, who will investigate, recommend, and implement appropriate action(s) on all facility related complaints and requests for services (i.e., lighting, HVAC, restroom facilities, janitorial, etc). Works with HQ Building Operations, contracted engineers, maintenance staff and OBEO staff to ensure that facility issues and repairs are completed accurately and timely. Takes and/or coordinates immediate action for all safety related facilities issues. The incumbent advises OBEO managers of available space in the building and evaluates the use of that space. The incumbent will complete form Std. 152 for all move requests.
10%	E	As the main CAL-Card purchaser, the incumbent will have full responsibility for preparing, processing the Visa CAL-Card purchases and invoices. Prepares justifications and procurement requests for non-expendable property purchases. Acts as the equipment and supplies and

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

receiving coordinator, ensuring items ordered are matched to purchase orders and invoices. Creates and completes a Purchase Order in the Advantage Management System (AMS) in order to reconcile the CAL-Card by the 10th of each month. Prepare and maintain a desk manual on CAL-Card and update appropriately.

10% E The incumbent will be the the Subject Matter Expert for property inventory and control; responsible for overseeing the tagging and inventorying of equipment/property; coordinating the disposal of surplus/unusable equipment, and processing forms for lost, stolen or destroyed equipment. Develop and maintain an inventory spreadsheet that reflects the real-time status of major and sensitive equipment, minor and non-durable equipment and ensuring compliance with the State Administrative Manual and Department policies. Oversees the physical inspection and counts of all property and reconcile with the Division of Procurement and Contracts (DPAC) records. Attend and participate in quarterly telephone calls with Department Property Inventory Control office.

The Incumbent will be the Agency Telephone Representative for OBEO and participate in quarterly telephone calls regarding landline and Iphone issues. Develop and maintain a spreadsheet for landline and Iphones.

The incumbent will be responsible for computer equipment (laptops, conference phones) that is loaned out to OBEO employees. Maintain a calendar for equipment loans. Works with Headquarters IT to schedule and maintain Video Teleconference services and equipment.

10% E Compile and evaluate training records to determine what training is necessary to stay in compliance with Caltrans mandated training and OBEO mandated training. Distribute quarterly reports to OBEO Office Chiefs regarding employees training records. Process registration paperwork for OBEO employees who attend conferences, meetings, and other training events and ensures payment has been made to vendor. Conduct research on conferences, meetings and training events for OBEO personnel. Prepare and maintain a desk manual on the registration process and the Learning Management System program.

5% M The incumbent will be the point of contact for Records Retention Schedule for OBEO. Coordinate with OBEO branches to archive materials as appropriate. Prepare departmental form, STD 70, Records Inventory Worksheet, and contact appropriate vendor for pick up of materials. Monitor materials in OBEO's storerooms for appropriate retention dates and notify branches of upcoming dates of disposal or archive. Retrieve materials from State Records Retention archive as appropriate. Prepare Records Retention Schedule in conjunction with Headquarters. Prepare and maintain a desk manual on Records Retention Schedule.

5% M The incumbent will attend meetings, and training, and other events related to the OBEO program. Facilitates OBEO meetings as needed to provide information. Makes presentations on the program and prepares administrative reports. The incumbent will serve as a back up to the California Public Records Act, legislative analysis, Small Business Council activities, human resource actions and budget duties. May also pick up and distribute checks (payroll, travel advances, travel reimbursement).

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

The Program Administrator reports directly to the Staff Services Manager I, Branch Chief, Program Operations Branch, Office of Business and Economic Opportunity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Program Administrator must be knowledgeable of the Caltrans mission, goals, program, laws, rules and policies of the State of California. Must be knowledgeable of procurement methods. Must be able to effectively coordinate with various levels of management and staff; communicate effectively orally and in writing, and also build and maintain good cooperative working relationships both internally and externally. Must know OBEO's organizational relationship with

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

internal and external governmental entities and the Assistant Director's responsibilities with regard to OBEO programs and functions. Ability to evaluate situations accurately and takes effective action. Ability to plan, organize, and prioritize workload; deal tactfully and effectively with a variety of people with different backgrounds, experiences, and attitudes; and handle sensitive and confidential assignments with tact and diplomacy.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions and actions of the Program Administrator affect Caltrans and the OBEO image and ability to produce desired results. Good judgment, tact, and the ability to communicate effectively are expected. An error in judgment could result in improper management decisions at all levels, inaccurate financial reporting, and mismanagement of Caltrans funds, incorrect budget/personnel decisions and noncompliance with statutory requirements. Errors may have a significant impact on Caltrans internal and external operations.

PUBLIC AND INTERNAL CONTACTS

The Program Administrator maintains communication with various levels, in the districts and headquarters programs, within Caltrans on behalf of the Assistant Director; and communicates with public and external State agencies, industry representatives, and special transportation interests external to Caltrans, including legislators and Federal Highway Administration officials.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Program Administrator will be required to sit for long periods of time using a keyboard and video display terminal. Engage in sustained mental activity to produce reports, problem solving, and analysis. Develop and maintain cooperative working relationships, respond appropriately to difficult situations, and recognize emotionally charged individuals, issues, or problems, and provide appropriate responses. Must be able to deal effectively with pressure and intensity and remain optimistic and persistent, even under adversity. Must have the ability to multi-task and adapt to changes in priorities and complete tasks or projects with short notice.

WORK ENVIRONMENT

Duties are performed in a climate-controlled office under artificial lighting. Normal work hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

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