

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Governmental Program Analyst	DISTRICT/DIVISION/OFFICE/BRANCH HQ – Division of Traffic Operations Office of Budgets & Administration Administrative Services Branch	
WORKING TITLE Purchasing Analyst	POSITION NUMBER 913-350-5393-xxx	EFFECTIVE DATE 10/1/2013

As a valued member of the Caltrans team, you make it possible for the department to improve the mobility across California by being innovative and flexible, working cooperatively with team members and others, and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT: Under the direction of the Administrative Services Branch Chief (Staff Services Manager I), the Associate Governmental Program Analyst is responsible for the planning, development, implementation, and management of the Traffic Operations' purchasing program. The incumbent provides excellent customer service to Departmental employees at all levels of the organization. The incumbent is expected to display a positive attitude, cultivate a team environment to help accomplish.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

55% (E)	Lead, develop and manage the Division's purchasing program in compliance with State and Federal statutory requirements and within the Department's Purchasing Authority Delegation. Develop and implement a sound system of internal controls, efficiencies, and process improvements to ensure all purchases are documented, reduce the misuse of resources, and the opportunity for theft is lessened. Develop and implement the Division's information technology (IT) replacement plan to replace obsolete equipment. Review and analyze the Division's inventory of IT equipment (over 1,000 items) and develop recommendations to replace goods. Prepare purchase requests using a Cal-Card credit card and procurement documents and write justifications for goods and services.
15% (E)	Develop and implement Division procedures and guidelines for usage and procurement of cell phones, air cards, land lines and data lines. Represent the Division at wireless communication meetings. Take independent action and alert management to significant telecommunication issues, and work directly with vendors to implement solutions. Use the public utilities billing system to manage expenditure overruns and ensure that all lines are properly utilized.
15% (E)	Train division staff on how to use the Department's AMS Advantage software program, and provide on-going technical assistance to staff that are experiencing difficulty in using Advantage. Create procurement documents and pay invoices in Advantage.

¹ 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

5% (E)	Serve as a team leader for large projects. Responsible to <ul style="list-style-type: none">• Develop and implement project plans.• Monitor and manage project.• Coordinate and lead meetings with team.• Coach, facilitate, resolve work problems, and participate in the work of the team.• Make decisions to troubleshoot issues that arise.• Act as a point person when immediate status updates are required.
5% (E)	Prepare work plans, issue papers, status reports, spreadsheets, e-mails and other types of correspondence as required. Develop and deliver presentations. Develop and implement procedures, and ensure they are documented in a desk manual.
5% (E)	Provide back up for space planning, facilities, property inventory and control, and legislative bill analysis.

SUPERVISION EXERCISED OVER OTHERS

None. The incumbent serves as a lead worker and organize, oversee, and review the work of Office Technicians, Staff Services Analysts, and Student Assistants. May serve as a team leader.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of principles and methods of public and business administration including organization, fiscal and personnel management, training, and administrative analysis; variety of analytical techniques to resolve complex administrative issues; principles and practices of general business management; personnel and budgetary procedures; modern office methods, forms, equipment and computer applications; methods and techniques of effective team leadership.

Ability to communicate effectively both orally and in writing, establish and maintain cooperative working relationships with all levels of Traffic Operations management and employees. Must be able to interpret written and numerical data accurately, reason logically and use analytical techniques to determine alternatives, adopt an effective course of action, and solve varied administrative problems.

Must be able to develop and give presentations and be proficient at public speaking.

Ability to analyze situations in an impartial manner, develops alternatives, and recommend an effective course of action. Must have the ability to present ideas effectively both orally and in writing and serve as a bridge between management and employees. Must have a basic understanding of the function and mission of the Department to objectively apply critical factors in managing the purchasing program.

The incumbent must also have the ability to:

- Communicate effectively (orally and in writing) in working with all levels of staff and the public.
- Develop and implement processes and procedures.
- Establish and maintain the confidence and cooperation of those contacted during the course of work.

- Develop and maintain a level of professional integrity to ensure that the best interest of the Division and Department are served.
- Exercise good judgment.
- Establish and maintain project priorities.
- Complete assignments in a timely and efficient manner
- Act as a team or conference leader.
- Coordinate the work of others.
- Maintain a high level of confidentiality.
- Anticipate problems/needs and develop an appropriate course of action.
- Exercise a high degree of open-mindedness, initiative, tact and flexibility.
- Efficiently use Microsoft Office, Visio and FileMaker to create letters, memos, tables, databases, spreadsheets, and/or organization charts.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent is responsible for providing consultative services and administrative support to a large division in an accurate and timely manner by establishing priorities and exercising good judgment. Decisions based on the information provided by the incumbent directly impact the effectiveness of the branch/office/Division in meeting its goals and objectives. Incomplete analysis and poor judgment: 1) leads to strained working relationships with internal and external customers, 2) results in the loss of a state time and productivity, 3) negatively impacts the effectiveness of meeting the customer's needs, and 4) may harm the credibility of the Division.

Inefficient or erroneous purchases could result in waste of resources as well as work slow down or stoppage. Errors and omissions could result in: 1) late payment penalties, 2) Victims Compensation and Government Claims Board claims, 3) theft of state property, 4) Calcard warnings and loss of Calcard privileges, and 5) loss of purchasing delegation. Poor judgment could lead to conflict of interest code violations.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact (verbally and written) with all levels of Division staff, Division of Information Technology, Division of Procurement and Contracts, and a variety of vendors (Western Blue, Adobe, State Store, Gateway, etc). In the course of their daily contact, the incumbent is expected to treat everyone professionally and with courtesy, dignity and respect; develop and maintain positive working relationships, present a positive, helpful attitude and be responsive to assignments, deadlines, inquiries, phone calls, e-mails, etc.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks and projects on time, sometimes with short notice. The incumbent must be open to change and new information, and be able to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

