

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Government Program Analyst	52/Right of Way/ CPSD and Administrative Support	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Right of Way Training Coordinator	913-400-5393-002	01/21/2015

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 direction of the SSMI, CPSD and Administrative Manager, the incumbent will serve as the HQ's Right of Way Training Coordinator. He/she is responsible for the scheduling and management of training courses to be offered to Right of Way personnel statewide. Be responsible for facilities coordination for training courses, ensuring full staff attendance of scheduled training courses, analysis of training related issues, maintaining Training Databases to track staff training, which includes analysis of expenditures involved in training, hours, courses taken and administrative duties involved in training. Analysis of training expenditures, monitor vendor contracts, develop training and expenditure reports, address payment activity, certify class attendance and complete and address any questions/concerns associated with a class.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40%	E	Independently performs the administration and management of training courses for some 600+ Right of Way employees statewide, and other Caltrans employees attending Right of Way project-delivery-related courses statewide under Capital Project Skills Development (CPSD). Serves as Resource Manager of CPSD R/W budget plan. Analyze and assess training needs. Develop an annual training budget and monitor the R/W course operating expenditures (OE) & hours vs. budget, by course; continuously analyze the budget and work with the Course Manager and Office Chief to resolve related issues such as actual or projected cost overruns, or under utilization of resources. Research the most cost effective means to supply needed training. Status reports must be developed and prepared monthly. The OE will include items such as contract, material and equipment costs, travel expenses and course tuition. Ensures timely payment of invoices relating to contracts and credit card purchases.
30%	E	Independently coordinates the scheduling of training statewide with outside vendors. Activities include producing a budget expenditure projection (estimate of cost), determining attendance, working with Centralized Conference Section on meeting the facility needs, informing students of acceptance/rejection, creating a contract agreement and capturing class evaluations. Independently performs the administration of the Learning Management System (LMS) for Right of Way employees. Responsible for registration of participants utilizing the Capital Project Skills Development (CPSD), the LMS on-line registration system, LMS Course Catalogue maintenance, and the R/W intranet calendar updates. Monitors registration process and ensures students meet pre-requisites prior to enrollment. Update LMS web site with current courses being offered. Ensures proper payment for training expenditures made by Accounting.
10%	E	Deliver formalized training sessions specific to R/W functions, which include Time Reporting, Travel Expense Claims, R/W Academy I and II orientations, and LMS system describing correct charging practices for training. Responsible for compiling all materials for training sessions, administering pre and post assessment and analyzing data gathered from the assessments. Purchase equipment related to training utilizing Purchase Card Accounting & Requisition System (PCARS). On-site facilitator and coordinator of training classes and the R/W Academies I and II, which includes: selecting training facilities; selecting hotel accommodations for students; arranging class seating; setting up computer, accessories and training equipment; bringing and distributing course material; distributing, collecting and processing test material; helping instructors in other tasks needed for successful delivery of classes.
10%	E	Serve as liaison to the district and regional R/W Training Coordinators, which includes: analyzing issues; answering questions; trouble-shooting issues and concerns; preparing plan of action; recommending alternative solutions to the Organizational Development Office Chief and staff, and to the statewide R/W Training Coordinators; monitor results. Serves as a single focal point for the

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		R/W Academies I and II. Serves as liaison to other Training Coordinators for the Department for Non-Silo classes.
5%	E	Management of contracts includes: the determination of contract need based on course demands; determination of appropriate contract to utilize; contract negotiations; development, preparation and execution of task orders; assurance of contract compliance; approval of invoice, assurance of payment, and evaluation of contractors. Coordinates the scheduling of training with outside vendors and conference centers; single focal point for contact with the Central Conference Section.
5%	M	Contract preparation and management for courses offered under contract. Develop scope of work and requests for new contracts, review and evaluate proposals, evaluate and select training facilities, and manage contracts once secured.

<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.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Principles and modern methods of public and business administration including organization, training and administrative analysis
- Principles and practice of general business management
- Principles and practices of contract procurement and administration
- Budgetary procedures; purchasing
- Modern office methods, forms and equipment
- Knowledge of computer equipment operation and accessories
- Knowledge of computerized training systems
- Organization and functions of the Department of Transportation

#### Abilities:

- Analyze administrative problems and adopt an effective course of action
- Reason logically and creatively
- Consult with and advise administrators and other interested parties on subject matter within the area of assignment
- Develop and implement new and revised methods and procedures
- Establish and maintain cooperative working relationships
- Estimate and budget for future needs and cost of personnel, equipment, supplies, and services related to training
- Analyze data and present ideas and information effectively
- Set up classroom tables, chairs and equipment. Lift up to 30 lbs.
- Travel and work flexible hours during delivery of training sessions
- Demonstrate capacity for assuming increasing administrative responsibility
- Coordinate the work of others
- Effectively operate a personal computer and use a variety of software including Word, Excel, Access, Power Point, File Maker Pro, Lotus Notes and Internet

The incumbent must be able to reason logically and analyze information from numerous sources. Must define problem areas, develop project plans for resolving identified issues, identify alternatives and recommend alternative courses of action; monitor results; provide feedback to instructors and R/W managers.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

As contact manager and resource manager, the incumbent is responsible for decisions and actions that commit Department resources. Consequence of error could include a loss of available funds, or contractual conflicts. The incumbent is responsible for independent actions and initiative in carrying out assigned duties. This action is in direct support of the continuous improvement of skill development and project delivery in Caltrans. Poor decisions may result in lost opportunity that could lead to potential failure in improving project delivery, and loss in credibility with the public, the Legislature, the California Transportation Commission and various control agencies.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent will have regular contact with the Statewide R/W Training Coordinator, district/regional R/W Training Coordinators, Senior and Supervising R/W Agents and others throughout the Department involved in all aspects of the development and delivery of R/W training. The incumbent will represent the Department in external contacts with a

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variety of vendors and academia involved with the development and delivery of Right of Way training. The incumbent must be able to explain and advocate program objectives in a convincing manner, and negotiate with management level positions internally and externally. The incumbent must gain the confidence and respect of those that they have contacted with.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The tasks performed by the Assistant Caltrans Administrator are complex, detailed, and varied requiring independence of action and decision-making. You may be required to sit for long periods of time using a keyboard and video display terminal. You must be a team player with a positive mental attitude.

**WORK ENVIRONMENT**

While at your base of operation, you will work in a climate-controlled office between 64 and 84 degrees under artificial lighting. You may also be required to travel throughout the state on a regular basis.

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