

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Governmental Program Analyst	DISTRICT/DIVISION/OFFICE 56/Div of Maintenance/ Office of Personnel & Field Support	
WORKING TITLE Office of Personnel & Field Support Associate Analyst	POSITION NUMBER 913-660-5393-918	EFFECTIVE

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; reporting to work as scheduled; 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 general direction of the Chief, Office of Personnel & Field Support (OPFS), a Staff Services Manager I, the incumbent will serve as the Personnel Liaison for the Division of Maintenance (Division). As the Personnel Liaison for the Division the incumbent will, with minimal supervision review, make decisions, provide guidance, direction, and assistance to Division staff and management on personnel related actions. The incumbent will review and analyze organizational concepts and classification changes and will consult with and make recommendations to Division Managers and Supervisors. The incumbent will develop, lead, and/or conduct special projects and initiate and manage service contracts. The incumbent will assist with Divisional training and with the Student Assistant/Volunteer Program activities and processes.

TYPICAL DUTIES:

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

50% (E)	<p>Personnel Actions Duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Perform Division Position Management duties <ul style="list-style-type: none"> ○ Tracking of positions and vacancies ○ Audit Position Tracking Automated System (PTAS) reports for accuracy ○ Monitoring and/or Revision of organizational charts • Oversight of Maintenance Position Management for 2080 Maintenance Program Statewide
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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

	<ul style="list-style-type: none"> • Consult with and respond to Division of Human Resources (DHR) inquiries as they relate to program, position, or employee requests • Consult with managers/supervisors and provide duty statement support (e.g. preparation, review, revision) <ul style="list-style-type: none"> ○ Maintain duty statement files • Prepare classification change and position upgrade justification documentation • Prepare, submit, and track Positions Action Request Form (PARF)/Appointment Request Form (ARF) packages submitted for review and approval <ul style="list-style-type: none"> ○ Monitor recruitment and advertising tasks
20% (E)	<p>Analyze Complex Organizational Proposals and Sensitive Classification Issues</p> <p>Duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Review proposed personnel actions for conformity with regulations, classification, and best personnel practices • Ensure that such proposals comply with DHR policy and procedural requirements • Independently prepare written proposals for classification and organizational changes needed as a result of changing governmental regulations, personnel resources, and/or operational demands
15% (M)	<p>Management and Employee Resource</p> <p>Duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Provide general information and referral assistance to supervisors/managers who seek guidance on miscellaneous personnel issues including: <ul style="list-style-type: none"> ○ Workers Compensation ○ Adverse actions ○ Freeze exemptions ○ Equal Employment Opportunity, Fair Political Practices Commission, and Conflict of Interest Reporting • Perform other related duties: <ul style="list-style-type: none"> ○ Train or facilitate meetings and trainings ○ Coordination of DHR issues with a Statewide impact ○ Special projects as deemed necessary by the OPFS e Chief
10% (E)	<p>Develop, Lead, and/or Conduct Special Projects and Initiate and/or Manage Service Contracts</p> <p>Duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Apply fundamental project management principles, theories, and practices • Use project management tools and techniques that are effective in initiating, planning, executing, monitoring, controlling, and closing a project • Perform administrative tasks ranging from requesting contract services to authorizing final payment for satisfactorily completed services to

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	<p>maintaining contract documentation</p> <ul style="list-style-type: none"> • Make timely requests for contract amendments or renewals, if necessary
5% (M)	<p>Back- up Analyst to Student Assistant and Volunteer Program Coordinator</p> <p>Duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Liaison to Division Managers and Supervisors regarding the Student Assistant and Volunteer Programs • Collect, review, and submit appointments, timesheets, and separation documentation to DHR for Departmental reporting

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise. However, the incumbent periodically serves in a lead role in the absence of the Chief.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge Requirement:

The incumbent must have knowledge of the Department’s and the Division’s mission and goals; classification principles used in analyzing and describing positions; techniques of employee recruitment; employee relations and performance evaluation; principles, practices, and trends of public administration, and organizational management. In addition, incumbent must be familiar with Department policies that relate to contract management.

The incumbent must be proficient in administrative and clerical procedures and systems such as; word processing; managing files/records/databases; other office procedures and terminology; office computer programs such as Excel, Word, PowerPoint, Access, Outlook, Visio and Adobe Acrobat Pro.

Ability and Analytical Requirement:

The incumbent must have the ability and analytical skills to: perform research in various personnel and organizational fields; interpret and apply laws, rules, standards, and procedures; analyze and solve difficult technical personnel problems; effectively maintain the confidence and cooperation of others; analyze data and present ideas and information effectively; assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent is responsible for analyzing organizational and classification issues to determine the operational impact on the Division. Errors in analysis or judgment could result in incorrect or illegal recommendations, inappropriate management decisions, and inadequate personnel resources, which could seriously hamper program delivery and effectiveness. Errors in the interpretation of personnel practices, processes and procedures could result in negative impacts to individual

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employees. Errors in policy interpretation or action may trigger employee complaints and/or grievances.

PUBLIC AND INTERNAL CONTACTS

Incumbent will have daily contact with employees, supervisors, and managers in the Division as well as DHR staff.

The incumbent must communicate with all levels of staff within the Division, Department, and other State agencies. Must provide leadership and direction to other analytical and clerical staff as requested. . May be required to travel overnight, on occasion, to various locations within the state.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a telephone, personal computer, keyboard, and monitor. Typically the incumbent uses a personal computer, face-to-face communication or telephone to conduct customer support communication activities. The incumbent may be required to handle or carry office materials in boxes typically weighting 8-10 pounds.

The incumbent must be able to work within tight timeframes, short-term deadlines, and changing priorities

WORK ENVIRONMENT

Work environment is on the third floor of a six-story, climate controlled, office building, with stairs, elevators, carpet, fluorescent lighting, and functional open space cubical style workstations. Due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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's Name

Signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor's Name

Signature Date