

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	D 56/Maintenance/ Office of Personnel & Field Support	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Office of Personnel & Field Support Analyst	913-660-5393-XXX	

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 Chief, a Staff Services Manager I, for the Office of Personnel & Field Support (OPFS), the incumbent will serve as the Personnel Liaison for the Division of Maintenance (Division). As the Personnel Liaison for the Division, the incumbent will, provide guidance, direction, and assistance to Division staff and management on personnel related actions, which involve confidential, sensitive, or personal information. 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, upon request.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
50%	E	Personnel duties include, but are not limited to: performing Division Position Management duties (e.g., tracking of positions and vacancies, auditing Position Tracking Automated System (PTAS) reports for accuracy, monitoring and/or revising of organizational charts); overseeing of Maintenance Position Management for the 2080 Maintenance Program, Statewide; consulting with and responding to Division of Human Resources (DHR) inquiries as they relate to program, position, or employee requests; consulting with managers/supervisors and providing duty statement support (e.g., preparation, review, revision); maintaining duty statement files; preparing classification change and position upgrade/establishment justification documentation; preparing, submitting, and tracking Position Action Request Form (PARF)/Appointment Request Form (ARF) packages submitted for review and approval; monitoring recruitment and advertising bulletins; monitoring, managing, and maintaining a shared personnel inbox for the Division, at the Headquarters level.
20%	E	Complex organizational proposal and sensitive classification issue analysis duties include, but are not limited to: reviewing proposed personnel actions for conformity with regulations, classification, bargaining unit language, and best personnel practices; ensuring that such proposals comply with DHR policy and procedural requirements; independently preparing written proposals for classification and organizational changes needed as a result of changing governmental regulations, personnel resources, and/or operational demands.
15%	M	Management and employee resource duties include, but are not limited to: providing general information and referral assistance to supervisors/managers who seek guidance on miscellaneous personnel issues (e.g., freeze exemptions, equal employment opportunity, Fair Political Practices Commission and conflict of interest reporting); training or facilitating meetings and trainings; coordinating DHR issues with Statewide impact; performing special projects as deemed necessary by the OPFS Chief.
10%	E	Developing, and/or conducting special projects and initiating and/or managing service contracts. Project management (initiating, planning, executing, monitoring, and closing a project). Performing administrative tasks ranging from requesting contract services to authorizing final payment for satisfactorily completed services, to maintaining contract documentation. Making timely requests for contract amendments or renewals, if necessary.
5%	M	Backup analyst to Student Assistant and Volunteer Program Coordinator. Liaison to Division managers and supervisors regarding the Student Assistant and Volunteer Programs. Collecting, reviewing, and submitting appointments, timesheets, and separation documentation to DHR for Departmental reporting. Developing and managing the Office of Personnel and Field Support's webpages, in coordination with the Division's webmaster.

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<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

This position does not supervise.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of: the Department's and the Division's mission, vision, 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, the incumbent must be familiar with Department policies that relate to personnel.

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

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.

The incumbent should be: a team player, customer service oriented, detail oriented, and reliable. The incumbent should have a positive attitude and effective communication skills.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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

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### PUBLIC AND INTERNAL CONTACTS

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

The incumbent must communicate with all levels of staff within the Division, Department, and other Divisions, Programs, and State agencies. At a minimum, may be required to travel overnight, on occasion, to various locations within the State.

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### 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

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### WORK ENVIRONMENT

Work environment is on the third floor of a six-story, climate controlled, office building, with stairs, elevators, carpet, artificial lighting, and functional open space cubical style workstations.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE