

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	56/Maintenance/Office of Management Services	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Facilities Analyst	913-660-5393-008	

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 general direction of the Branch Chief, Office of Management Services, a Staff Services Manager I, the incumbent independently performs management services duties, with direct responsibility for several functions and programs within the Administrative area. Assignments change periodically to provide cross-training - ensuring excellent customer service to our internal and external clients. The incumbent provides service to employees in the Division of Maintenance.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50%	E	Incumbent acts as a liaison between Property Managers and the Department employees working at leased buildings/sites and the Sacramento Headquarters building. Independently works with the Division's Headquarters office employees and the employees of seven (7) remote Division Offices on their needs to design and maintain an office environment that is supportive and meets the needs of all employees involved. Independently develops and updates: space allocations and modular furniture configurations to meet staff needs; work space assignments, and tracks those assignments; floor plans; modular furniture reconfiguration and relocation. Coordinates with internal Caltrans facility contacts and outside contractors. Performs janitorial service monitoring and reporting; telephone system monitoring, upgrading and reconfiguring. Incumbent acts as liaison for Headquarters Facilities personnel for developing requests for new leased facilities. Incumbent coordinates, plans and executes employee moves within Caltrans facilities. Coordinates movers and/or leased facilities personnel. Monitors facilities budget and project expenditures for State-owned and State-leased facilities. Incumbent is responsible for managing the mover budget; maintaining heating and air conditioning service for the Maintenance Department Operations Center via Cal-Card usage or service contracts. Processes Cal-Card transactions and Statements of Accounts, and submits to Accounting. Incumbent is responsible for general Cal-Card usage for facility needs.
25%	E	Incumbent is responsible for building operations at the Gateway Oaks location, including assigning building access cards to employees and entering data into a computer database system. Independently maintains the database system by updating data to maintain building security. Incumbent is the main point of contact for property managers regarding building issues. Works with Division staff on designing and maintaining a constructive and supportive working/office environment. Responsibilities include work space assignment and tracking, updating floor plans, modular furniture reconfiguration and relocation, coordination with internal Caltrans facilities staff and outside contractors. Responsible for leased facility telephones and monitoring any upgrades or changes. Incumbent is the main point of contact for the staff that are housed at the Translab, regarding facilities issues, including the assigning of access cards, and general building maintenance. Incumbent uses a Cal-Card, purchases furniture as needed for ergonomics, and processes Cal-Card statements, for purchases and repairs then submits them to Accounting.
15%	E	Incumbent serves as back-up to the Division liaison for wireless providers, vendors, Caltrans Agency Telecommunications Representative (ATR), Caltrans Accounting staff in both the Utilities Payment Section and Commodities Payment Section. Approves or denies requests for cell phones based on established criteria. Determines appropriate cellular device and network for each new cell phone customer. Obtains vendor quotes for cellular devices and accessories. Prepares, routes and tracks purchase requests for cellular equipment. Receives and logs equipment and user info, programs device(s) for the end user, and works with the appropriate cellular network

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		provider to activate service. Follows appropriate State and Departmental policies for lost, stolen, and/or damaged cellular devices.
5%	E	Incumbent acts as back-up in absence of the Branch Chief, Office of Management Services. Attends Office Chiefs meetings, and assists other managers with administrative duties. Delegates assignments to unit staff, when necessary.
5%	M	Incumbent serves as back up to other Management Services Analysts within the Division. Performs all duties related to the assignments of the other analysts in the office, which may include safety, asset management, forms and records management, telecommunications, procurement, security, and telephone service and tracking.

<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. May act in a lead capacity in absence of the Branch Chief, Office of Management Services.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of principles and methods of public and business administration, including organizational skills, thorough understanding of the State Administrative Manual requirements, as well as Department of General Services and Personnel Administration rules, regulations related to facilities. The incumbent must have the ability to interpret laws and regulations regarding Fire and Life Safety Standards, Cal OSHA requirements, Rehabilitation Act of 1973, State Administrative Manual and Americans with Disabilities Act. The incumbent must have the ability to make sound decisions in critical situations, reason logically, evaluate routine problem resolutions. Incumbent must have the ability to: multi-task and reprioritize workloads to meet heavy customer requirements; ability to interact with contractors, co-workers and the general public; provide written and/or verbal instructions to clients; consult with and advise management on issues associated with leased building and office locations; discern and make recommendations to management on courses of action; collect, develop, categorize, maintain and summarize information to present clear and concise reports and technical documents both verbally and in writing. The incumbent must possess effective communication skills, both written and oral, work cooperatively with all levels of management, make effective presentations to Executive Management, as well as have a positive attitude in all approaches to assignments. The incumbent must use effective tools for personal organization and time management, and follow good safety practices.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for providing management with information and recommendations, and as necessary, take independent actions. Failure to fulfill this responsibility in an efficient manner could negatively impact the effective management of the Division of Maintenance, which could affect the Department of Transportation's basic mission.

Many tasks associated with this position involve requests that must be responded to in a timely manner, including report requests and data requests. Failure to respond to these needs in a timely manner can result in delay of critical decisions which can impact budget issues, legal issues, internal affairs, and loss of Cal-Card privileges.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent will have daily contact with Headquarters and Division of Maintenance staff and Executive Management. The incumbent will have frequent contact with the Division of Business, Facilities and Security, and will develop and maintain a cooperative working relationship with Department staff, private property management professionals, vendors and contractors. The incumbent will also have routine contact with Director's Office staff, the Deputy Director of Maintenance and Operations, and employees in other programs within the Department. The incumbent will need to have the ability to work constructively and objectively with others to provide service and consultation, and resolve issues. A positive customer service focus is required in all communications.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to sit for long periods of time while analyzing data, reviewing and writing reports and electronic mail using a keyboard and video display terminal. The incumbent is required to lift up to fifty (50) pounds. The incumbent must possess the ability to deal with difficult situations and address client concerns in a professional manner. The incumbent must be able to frequently move about on foot from one location/building to the other. The incumbent must be able to drive a vehicle to nine (9) facilities that house the Division of Maintenance employees. The incumbent must be able to work in a stressful environment, work within tight time frames, short-term deadlines and changing

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priorities. The incumbent must have the ability to cultivate good working relationships with other employees. Incumbent must be willing to bring issues, concerns, and discrepancies to the attention of their management to ensure proper processing.

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## WORK ENVIRONMENT

The incumbent will be headquartered in an office building on the third floor of a six-floor building. The office environment is modular-open work space in a team setup. Meetings are held at various sites throughout California.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

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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)

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DATE