

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	North Region Construction	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Construction Support Specialist	928-502-5393-	

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 direction of the North Region Construction Support Senior (a Senior Transportation Engineer), the incumbent supports the Area Construction Engineer's (ACE) in the assignment, scheduling and management of projects. Incumbent analyzes and evaluates project resource needs; forecast and anticipate problems arising in project resource loads; and identify and recommend solutions affecting resource needs. Coordinate the Architecture and Engineer (A&E) requests and Winter Assignments with ACE's.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Modify, analyze and evaluate project resource needs. Forecast and anticipate problems arising in project resource loads, and identify and recommend solutions affecting resource needs to the Area Construction Engineers, Construction Managers and Chief, Office of Construction Support. Provides assistance to the Area Construction Engineers, the Construction Manager, North with assigned projects. Incumbent updates Filemaker Pro with information related to District 2 projects and keep the Region informed about staffing assignment, rotations and training changes. Manage the Capital and Maintenance A&E resource needs and coordinate related expenditure updates as required. Manage the Maintenance A&E and resource needs and coordinate related expenditure updates with maintenance. Incumbent provide support to functional managers utilizing the resource estimating tool (Norms) and generate various reports for project information including CAS and PRSM to update data in the Workload Tool. Track and assign newly programmed projects. Maintain and generate reports on project status for ACE's and management. Coordinate with the ACE's to monitor and update overtime estimates. Coordinate with ACE's to manage staff rotations, training and annual meetings.
20%	E	Incumbent assist the Resident Engineers (RE) in monitoring the utilization and maintenance of the lane closure system for District 2's Construction area. Generate daily reports and contact staff to ensure all approved lane closures for that day are properly cited? assigned? documented?
15%	E	Manage telecommunications for staff including cell phones and land lines. Assign and track all cell phones for construction personnel during the construction season and work with other functions in the off season to efficiently make use of our equipment. Assign and track land lines in the local construction office.
10%	M	Provide backup support for Cal-Card purchasing and fleet management. Serve as backup to the single focal person that handles the construction vehicle fleet and purchasing via the Cal-Card.
5%	M	Coordinate annual ACE, Associate of General Contractor (AGC) and RE Meetings as well as any additional meeting as needed by the Construction Manager.

¹ESSENTIAL 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 as lead-worker on special projects or quality teams.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of the principles and modern methods of public and business administration. Must have a thorough understanding of project scheduling. Must have the ability to gather, analyze and evaluate project resource needs. Ability to forecast and anticipate problems arising in project resource loads, and identify and recommend solutions affecting resource needs. Must be able to analyze data and present ideas and information effectively both orally and in writing. Ability to work independently with a high degree of initiative and motivation. Ability to maintain cooperative working relationships with others.

Knowledge of Filemaker, Microsoft Word, Excel and AMS Advantage and the overall competency in data reports and manipulation techniques in various computer programs is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccuracies in analysis may result in the lost opportunity of North Region Construction to adequately staff projects and will result in the inability to produce the highest quality highway facilities, and possibly delay project construction.

PUBLIC AND INTERNAL CONTACTS

Contact with Area Construction Engineers and managers, project managers, functional managers and members of the department and other support staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for extended periods of time using a keyboard and video display terminal. Incumbent must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must be able to analyze and prioritize work situations and take effective action to resolve problems encountered. The incumbent must maintain strong working relationships with the Area Construction Engineers and Managers, Project Managers and Functional Managers, and work effectively with all Office of Program/Project Support staff and maintain cooperative relationships within the work environment. Ability to work independently with a high degree of initiative and motivation, with the ability to maintain cooperative working relationships with both internal and external customers.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled environment under artificial lighting. Travel will be required to various field offices and districts within North Region.

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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
